

## SECTION 00 63 63 CHANGE ORDER

No. 3

Date of Issuance: May 23, 2017	Effective Date: May 23, 2017
Project: Water Treatment Clarifier Recoating	Owner's Contract No.: 861-15-01
Engineer's Contract No.: 861-15-01	Contractor: Howard Grote & Sons
Date of Contract Start: November 12, 2015	Original Contract Amount: \$497,612.00

**The Contract Documents are modified as follows upon execution of this Change Order:**

Description:  
Adjust contract price for credit to have Appleton Water Utility repair landscaping disturbed by construction activities.

**Attachments (list documents supporting change):**  
None.

Reason for Change Order: Project Close-out Credit (example: project enhancement)

It is agreed by the Contractor that this Change Order includes any and all costs associated with or resulting from the change(s) ordered herein, including all impact, delays, and acceleration costs. Other than the dollar amount and time allowance listed herein, there shall be no further time or dollar compensation as a result of this Change Order.

CONTRACT PRICE		CONTRACT TIMES (Calendar Days)		
Original:	\$497,612.00	Original:	To Substantial Completion	To Final Completion
Previous C.O.s (Add):	(\$3,545.00)	Previous C.O.s (Add/Deduct):	4/1/2016	5/1/2016
This C.O. (Add):	(\$500.00)	This C.O. (Add/Deduct):	103	106
Total CO Value	(\$4,045.00)	REVISED:	0	0
Contract Price with all approved Change Orders:	\$493,567.00	Original Completion Date:	07/13/16	08/15/16
		Revised Completion Date:	4/1/2016	5/1/2016
			7/13/2016	8/15/2016

RECOMMENDED:

By Ty W. Stobn \_\_\_\_\_ Date 5/23/17 \_\_\_\_\_  
 Engineer (company name here)

ACCEPTED: [Signature] \_\_\_\_\_ Date 5/24/2017 \_\_\_\_\_  
 Contractor (company name here)

APPROVED: [Signature] \_\_\_\_\_ Date 6/6/17 \_\_\_\_\_  
 Owner (company name here)

APPROVED: \_\_\_\_\_ Date \_\_\_\_\_  
 Funding Agency (If Applicable)

# Change Order

## Instructions

### A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

### B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.