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| **Change Order (CO) No.:** |  |
| **Sent via the Construction Administrator By:** |  |
| **Date of Issuance:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **To:**  *(Contractor or CMR)* | | | | | | |  | | | | | | | |  | **CT DAS Project No.:** | | | | | | | | |  | | | | | | | | | |
| **Owner:** | | | | | | | | | CT DAS/Construction Services | | | | | | | | | |
| **Project Name:**  *(Location)* | | | | | | | | |  | | | | | | | | | |
| **From:**  *(CT DAS PM)* | | | | | | |  | | | | | | | | **Contract For:**  *(Type of Construction)* | | | | | | | | |  | | | | | | | | | |
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| **CO Based Upon:** | | | | | **RFI No.:** | | | | | |  | **PR No.:** | | | | |  | | **COP No.:** | | | |  | | | **Agency Request No.:** | | | | | |  | | |
|  | | | | |  | | | | | |  |  | | | | |  | |  | |  | |  | | |  | | | | | |  | | |
| **In accordance with the requirements of Article 13 of the General Conditions, the Contractor is authorized (directed) to make the following change(s) to the Contract:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Not valid until approved and signed by the Owner.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Double Click on the Table Below to Activate. Single Click on the Page Outside of the Table to Deactivate:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Change in Contract Time will be [Increased or Decreased] by: | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | Days. | |
| The date of Substantial Completion as of the date of this Change Order therefore is: | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | |
| Note: | | | This summary does not reflect changes in the Contract, Sum, or Contract Time authorized by the Construction Change Directive. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | |  | | | | | | | | | | **Name (Typed)** | | | | | | | | | | **Signature** | | | | | |  | **Date** | | | |
| **Reviewed By:** | | | | Construction Administrator: | | | | | | | | | |  | | | | | | | | | |  | | | | | |  |  | | | |
| **Reviewed By:** | | | | Architect/Engineer: | | | | | | | | | |  | | | | | | | | | |  | | | | | |  |  | | | |
| **Reviewed By:** | | | | Agency: | | | | | | N/A | | | |  | | | | | | | | | |  | | | | | |  |  | | | |
| **Accepted By:** | | | | General Contractor/CMR | | | | | | | | | |  | | | | | | | | | |  | | | | | |  |  | | | |
| **Approved By:** | | | | CT DAS PM (<$50k): | | | | | | | | | |  | | | | | | | | | |  | | | | | |  |  | | | |
| **Approved By:** | | | | CT DAS ADPM ($50k-$100k): | | | | | | | | | |  | | | | | | | | | |  | | | | | |  |  | | | |
| **Approved By:** | | | | CT DAS DPM ($100k-$200k): | | | | | | | | | |  | | | | | | | | | |  | | | | | |  |  | | | |
| **Approved By:** | | | | CT DAS DC (>$200k): | | | | | | | | | |  | | | | | | | | | |  | | | | | |  |  | | | |
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| **DAS USE ONLY** | **CCD No.:** | | | | |  | | | (Attach CCD Worksheet if Required) | | | | | | | | | | |  | | **CT DAS Project No.:** | | | | | | |  | | | | | |
| **COP No.:** | | | | |  | | | (Attach COP Workbook(s) - Required) | | | | | | | | | | |  | | **Core-CT Project No.:** | | | | | | |  | | | | | |
| **COP Review by CA** (Attached - Required) | | | | | | | | | | | | | | | | | | |  | | **CT DAS Project Manager:** | | | | | | |  | | | | | |
| **COP Review by Architect** (Attached - Required) | | | | | | | | | | | | | | | | | | |  | | **Date:** | | | | | | |  | | | | | |
| **COP Review by Agency** (Attach if Required) | | | | | | | | | | | | | | | | | | |  | |  | | | | | | |  | | | | | |
| **COP Reviewed &/or approved by the following - if required:** | | | | | | | | | | | | | | | | | | | **CT DAS PM** | | | | | | **CT DAS ADPM** | | | | | | **CT DAS DPM** | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Copies:** | | CA | | | | | | Architect | | | | | CT DAS Acct (3 copies) | | | | | | | | CT DAS PM | | | | | | | CT DAS ADPM | | | | | |
|  | | GC/CMR | | | | | | Agency | | | | | | Other: | | | |  | | | | | | | | | | File | | | | | |

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| **Additional Space if Necessary:** | **OR** | **Not Applicable** |
| **In accordance with the requirements of Article 13 of the General Conditions, the Contractor is authorized (directed) to make the following change(s) to the Contract (continued from page 1):** | | |