

**UNIVERSITY OF CENTRAL ARKANSAS
CONSTRUCTION CHANGE ORDER FORM**

Change Order # _____

UCA Project Name: _____

UCA Project #: _____

PO#: _____

FURTHERMORE, "I, THE UNDERSIGNED CONTRACTOR, DO HEREBY CERTIFY THAT I HAVE REVIEWED MY FILES AND DECLARE THAT THERE **ARE/** **ARE NOT (CHECK ONE)** NEW OR ADDITIONAL SUBCONTRACTORS AND SUBCONTRACTORS WHICH ARE REQUIRED TO BE DISCLOSED UNDER THIS CONTRACT PURSANT TO THE GOVERNOR'S EXECUTIVE ORDER 98-04. I HAVE ATTACHED TO THIS CHANGE ORDER THOSE DISCLOSURES REQUIRED UNDER THE ORDER. I UNDERSTAND THAT ANY FALSE INFORMATION PROVIDED BY OR OMISSION MADE BY ME, MAY BE GROUNDS FOR TERMINATION DUE TO A MATERIAL BREACH."

The undersigned entities agree that the following changes shall be incorporated into the contract:

1. The original contract sum was:	\$ _____
2. The net change by previous Change Order was:	\$ _____
3. The contract sum prior to this Change Order was:	\$ _____
4. The contract sum will be <u> </u> INCREASED <u> </u> DECREASED <u> </u> UNCHANGED (Check one)	\$ _____
5. The new contract sum, which includes this Change Order, shall be:	\$ _____
6. The contract time will be <u> </u> INCREASED <u> </u> DECREASED <u> </u> UNCHANGED (Check one) # of calendar days	
7. The date (or dates for phased project) of contract substantial completion shall be: MM/DD/YEAR	

**Per the Contract's General Conditions Article 4.2.5 the method of payment for the change in Work is:
{(Please check applicable box(s))}**

- Unit price or combination of unit prices which formed the basis of the original contract.
- A lump sum fee based on the Contractor's estimate, approved by the Design Professional and accepted by the owner.
- The applicable methods of computation as set forth in the General Conditions Article 7.2.2.3.

(If checked, fill out the below Computation table as per General Conditions Article 7.2.2.3 below)

Compute requests for changes whether addition or deduction as follows:

For work performed by the Contract:

Net Cost of Materials	\$ _____
State Sales Tax	\$ _____
Net Placing Cost	\$ _____
W.C. Insurance Premium and FICA Tax	\$ _____
Overhead and Profit 12% of above	\$ _____
Allowable Bond Premium	\$ _____
Total Cost	\$ _____

The following fields are used to summarize the justification for the change order. Documentation supporting this change order must be attached. The documentation shall include but not be limited to the Design Professional's drawing(s), and/or specification change(s); request(s) for information (RFI), change order proposal (COP), change order request (COR) and pricing; the General Contractor's RFI responses(s); and cost breakdown, material, placing costs, tax and bond premiums. Fill in the applicable areas to include the cost for each. Change orders submitted with inadequate or no justification will be returned to the Contractor or the Design Professional.

If more space is needed, please attach your justification on a separate sheet of paper.

__ a) Owner Requested

Cost: \$ _____

Justification _____

__ b) Unforeseen Condition

Cost: \$ _____

Justification _____

__ c) Item Not Shown or Specified

Cost: \$ _____

Justification _____

__ d) Substitution/Alternative Method

Cost: \$ _____

Justification _____

__ e) Code/Regulation/Rule

Cost: \$ _____

Justification _____

__ f) Time Extension

Cost: \$ _____

Justification _____

Total change order cost (a) through (e) above
(this amount must match item four "4" on page 1)

Total: \$ _____

DESIGN PROFESSIONAL:

NAME: _____

ADDRESS: _____

SIGNATURE: _____

DATE: _____

CONTRACTOR:

NAME: _____

ADDRESS: _____

SIGNATURE: _____

DATE: _____

OWNER:

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF CENTRAL ARKANSAS ACTING
FOR AND ON BEHALF OF THE UNIVERSITY OF CENTRAL ARKANSAS (CAMPUS)

BY: _____ DATE _____
PHYSICAL PLANT, CONSTRUCTION COORDINATOR

BY: _____ DATE _____
PHYSICAL PLANT, ASSOCIATE DIRECTOR/DIRECTOR

BY: _____ DATE _____
UCA PURCHASING OFFICIAL

BY: _____ DATE _____
VP FOR FINANCE & ADMINISTRATION