

## SECTION 01250 - CONTRACT MODIFICATION PROCEDURES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. General: This section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Minor Changes In The Work: Supplemental instructions authorizing minor changes in the Work, not involving adjustment to Contract Sum or Time, will be issued by BJ's Project Manger on a BJ's Construction Change Authorization "ticket".
- C. All scope changes must be approved in writing by BJ's Wholesale Club, Darren Doyle prior to any work.
- D. No club personnel is authorized to execute changes. The only changes that will be paid for must be signed by Darren Doyle.

#### 1.2 BJ'S WHOLESALE CLUB, INC. CHANGE ORDER REQUESTS

- A. BJ's Wholesale Club, Inc.'s proposal requests that require adjustment to the Contract Sum or Time if accepted, will be issued by the General Contractor with a detailed description of the proposed change and an estimate of cost. Proposal requests are for information only and shall not be considered as instruction to stop work in progress, or to execute the change.
  - 1. Unless otherwise indicated, within twenty days of receipt, submit an estimate of cost to execute the change. Accompanying all estimates of costs shall be:
    - a. A list of quantities of products to be purchased and unit costs, along with the amount of purchases to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amount of trade discounts.
    - c. Include a statement indicating the effect the proposed change in the Work will have on the Contract time.

#### 1.3 CONTRACTOR INITIATED CHANGE ORDER REQUESTS

- A. When unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a request to BJ's Wholesale Club, Inc.
  - 1. Include statement outlining reasons for the change. Provide complete description of the change. Indicate effect of the proposed change on Contract Sum and Time.
  - 2. Include list of quantities of products to be purchased and unit costs, along with amount of purchases to be made. If requested, furnish survey data to substantiate quantities.
  - 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

4. Comply with requirements in Section 01600 - "Product Requirements" if the change requires substitution of one product or system for product or system specified.
- B. PROPOSAL REQUEST FORM: Use AIA Document G 709 or form approved by BJ's Wholesale Club, Inc.

#### 1.4 CHANGE ORDER PROCEDURES

- A. Upon the Owner's approval of a Change Order Proposal Request, the General Contractor will issue a Change Order for signatures of the Owner and Contractor on AIA Form G701, as provided in the Conditions of the Contract.

#### PART 2 PRODUCTS

NOT USED

#### PART 3 EXECUTION

NOT USED

END OF SECTION