

**SECTION 00824
CHANGE ORDER**

No. _____

DATE OF ISSUANCE _____

EFFECTIVE DATE _____

OWNER Portland Water District

CONTRACTOR _____

Contract: _____

Project: Disinfection and Dechlorination Systems

Upgrade

OWNER's Contract No. _____

ENGINEER's Contract No. 10301C

ENGINEER _____

You are directed to make the following changes in the Contract Documents:

Description (Include itemized increase (decrease) price of work):

Reason for Change Order:

Attachments: (List documents supporting change)

CHANGE IN CONTRACT PRICE:
Contract Price prior to this Change Order: \$ _____
Net increase (decrease) of this Change Order: \$ _____
Contract Price with all approved Change Orders: \$ _____

CHANGE IN CONTRACT TIMES:
Contract Times prior to this Change Order: Substantial Completion: Ready for final payment: (days or dates)
Net increase (decrease) this Change Order: Substantial Completion: Ready for final payment: (days)
Contract Times with all approved Change Orders: Substantial Completion: Ready for final payment: (days or dates)

RECOMMENDED:

APPROVED:

ACCEPTED:

By: _____

By: _____

By: _____

ENGINEER (Authorized Signature)

OWNER (Authorized Signature)

CONTRACTOR (Authorized Signature)

Date: _____

Date: _____

Date: _____

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. An informational copy of the Change Order should be sent to the Funding Agency. After approval by one contracting party, all copies should be sent to the other party for approval.

After both contracting parties and the Engineer have signed the Change Order, all copies will be sent to the Funding Agency for approval. Engineer should make distribution of executed copies after approval by all parties.

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