

Change Order/Contract Amendment

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on electronic media.

PURPOSE OF DOCUMENT:	Used to issue Change Orders and Contract Amendments					
CROSS-REFERENCE TO FACILITIES MANUAL:	None					
CONTENTS:	Change Order/Contract Amendment					
FOR USE WITH:	CM/Contractor Agreement					
COMPLETED BY:	<input checked="" type="checkbox"/>	Filling in	<input checked="" type="checkbox"/>	Adding Text	<input type="checkbox"/>	No Data Required
ITS USE IS:	<input checked="" type="checkbox"/>	Required	<input type="checkbox"/>	Optional		

NOTE: To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

Completion Instructions:

1. The type of documents, e.g., Change Order or Contract Amendment is indicated by checking the appropriate box on the form.
2. Notes, suggested text, instructions and other information is formatted using the following methods:
 - Hidden text within brackets. Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
 - When a paragraph e.g. paragraph 1.2 is not used for a specific Change Order/Contract Amendment delete the provisions therein and insert the term “NOT USED.”

Modifications and Additions:

None required or allowed.

Comments:

None

Project Name: { }

Project No.: { }

EXHIBIT {NUMBER}

CHANGE ORDER/CONTRACT AMENDMENT

University of California Facility: _____

CHANGE ORDER /CONTRACT AMENDMENT NO. ____

Reference Field Order No. _____

Project Name: _____

Project Number: _____ Contract Date _____

To CM/Contractor: _____

Address: _____

DESCRIPTION OF CONTRACT AMENDMENT

University hereby exercises its Option for Phase 2.

University hereby incorporates the Work of Bid Package Number _____ into the Contract.

DESCRIPTION OF CHANGE:

1.0 Change Order Adjustment

ADJUSTMENT OF CONTRACT SUM

ADJUSTMENT OF CONTRACT TIME

Original Contract Sum: _____

Original Contract Time: _____ (Days)

Prior Adjustments: _____

Prior Adjustments: _____ (Days)

Contract Sum Prior to this Change: _____

Contract Time Prior to this Change: _____ (Days)

Adjustment for this Change: _____

Adjustment for this Change: _____ (Days)

Revised Contract Sum: _____

Revised Contract Time: _____ (Days)

1.2

ADJUSTMENT OF OPTION SUM-PHASE 2

ADJUSTMENT OF OPTION TIME – PHASE 2

Original Option Sum Phase 2: _____

Original Option Time Phase 2: _____ (Days)

Prior Adjustments: _____

Prior Adjustments: _____ (Days)

Option Sum Prior to this Change: _____

Option Time Prior to this Change: _____ (Days)

Adjustment for this Change: _____

Adjustment for this Change: _____ (Days)

Revised Option Sum Phase 2 : _____

Revised Option Time Phase 2: _____ (Days)

2.0 Contract Amendment - Exercise of Option for Phase 2

ADJUSTMENT OF CONTRACT SUM

ADJUSTMENT OF CONTRACT TIME

Original Contract Sum: _____

Prior Adjustments by
Change Order (if
applicable): _____

Contract Sum Prior to
this Amendment: _____

Current Option Sum –
Phase 2: _____

Revised Contract Sum: _____

Original Contract Time: _____ (Days)

Prior Adjustments by
Change Order (if
applicable): _____ (Days)

Contract Time Prior to this
Amendment: _____ (Days)

Current Option Time -
Phase 2: _____ (Days)

Revised Contract Time: _____ (Days)

3.0 Contract Amendment – Incorporation of Bid Package

ADJUSTMENT OF CONTRACT SUM

Current Contract Sum Prior
to this Amendment: _____

Adjustment for this
Amendment: _____

Revised Contract Sum: _____

4.0 Current Contract Status Summary (Inclusive of Adjustments Above)

Contract Sum _____

Contract Time _____

Option Sum _____

Option Time _____

5.0 CM/Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work. (Applicable only if signed by CM/Contractor.)

Project Name: { }

Project No.: { }

Recommended:
Contract Amendment)

Accepted: (Signature not required if this is a

By: _____
(Signature of University's Representative)

By: _____
(CM/Contractor Signature)

(Printed Name)

(Printed CM/Contractor Name)

Date: _____

Date _____

Reviewed and Recommended

By: _____
(Signature of University's Designated Administrator)

(Printed Name)

Date: _____

Funds Sufficient:

By: _____
(Signature from University's Accounting Office)

(Printed Name)

Date: _____

Approved:

UNIVERSITY: THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

By: _____
(Printed Name)

(Signature)

(Title)

Date: _____