

State Construction Office

Field Order # _____

Project: _____ Location: _____ Project ID: _____

Description of Change: _____

Justification of Change: _____

CONTRACTOR:

A total cost change not to exceed a lump sum cost is \$ _____ or a unit cost of _____ extended using estimated quantities to not exceed is \$ _____. The contractor will need a maximum number of _____ days time extension to the contract. The actual cost, not to exceed stated cost, shall be based on a realistic estimate based on current acceptable market values submitted with change order for approval by designer, owner, and State Construction Office.

DESIGNER:

The quoted price and need for the change are in the best interests of the owner to have the work accomplished. A formal change order will be prepared for contractor's signature within seven (7) days.

OWNING AGENCY:

The owning agency agrees to the change as being in the owner's best interest. Adequate funds are available to pay the cost for the change.

STATE CONSTRUCTION OFFICE:

The State Construction Office approves the request for the change.

SIGNATURES:

Contractor:

Date:

Designer:

Date:

Owning Agency:

Date:

State Construction Office:

Date:

