

**BG #:** \_\_\_\_\_ **Change Order No.:** \_\_\_\_\_

**District:** \_\_\_\_\_ **District Code:** \_\_\_\_\_ **Facility Name:** \_\_\_\_\_ **School Code:** \_\_\_\_\_

**Project:** \_\_\_\_\_ **Time Extension Required:**  Yes  No If yes, by \_\_\_\_\_ day(s)

**Date of Change Order:** \_\_\_\_\_ **Change Order Amount:**  Increase  Decrease  Unchanged

**Contractor / Vendor Name:** \_\_\_\_\_ **Bid Package No.:** \_\_\_\_\_

1. This Requested Change Order Amount +/-	\$	
<b>2. Remaining Construction Contingency Balance:</b> (including line 1 above)	\$	
3. Change in A/E Fee for this Change Order +/-	\$	
4. Change in CM Fee for this Change Order +/-	\$	

**Note: Change Orders equal to or greater than \$25,000 shall be submitted to KDE with detail cost breakdown.**  
*Attach additional pages if necessary.*

Contract change requested by:  Local Board of Education  General Contractor  Architect/Engineer  
 Construction Manager  Code Enforcement Official  Other: \_\_\_\_\_

Contract change reason code:  Reduction of Scope  Expansion of Scope  Improved Plans/Specs  
 Found Condition  Code Compliance  Other: \_\_\_\_\_

Change Order Description and Justification:	Cost Benefit to Owner:

Have contract unit prices been utilized to support the cost associated with this change order?  
 Yes  No If no, provide a detailed cost breakdown which separates labor, material, profit and overhead.

**Cost Breakdown:**

Total Change Order Amt.:	Labor	Materials	Profit & Overhead*	Bond & Insurance
\$	\$	\$	\$	\$
% of Total Change Order Amt.:	%	%	%	%

**\*Profit & Overhead shall not exceed 15% of net cost of change order**

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?  
 Yes  No If no, explain why \_\_\_\_\_

\_\_\_\_\_  
 Board of Education Designee's Signature Date

\_\_\_\_\_  
 Architect's Signature Date

\_\_\_\_\_  
 Finance Officer's Signature Date

\_\_\_\_\_  
 Construction Manager's Signature Date