

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 +/-	\$	
2. Remaining Construction Contingency Balance: (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