

**City of Madison**  
 Department of Public Works  
 Change Order to Public Works Contract

Contract No:  Date:   
 Contract Name:  Change Order No:   
 Project No:   
 CO Project No:   
 Type:

Contractor:

Change Order Description:

You are authorized and directed to make the following changes in this contract:

Item No	Description/Account Number	Est Qty	Unit	Unit Price	*N/B	Total
1	Install drywall plenum ceiling as directed by Fire Department Acct No: CB18-58401-810758-00-53W1631 Acct Number format: (XXXX-99999-999999-00-XXXXXX)	1	Lump Sum	18,503.00	N	18,503.00
Net Change Order						18,503.00
Orig Contract Total						1,674,325.00
Prev Chg Orders Total						23,529.00
New Contract Total						1,716,357.00
8% Contingency						133,946.00
Remaining Contingency prior to this change order						110,417.00

This Contract is a :  Calendar Days  Working Days  Completion Date

Original Contract Calendar Days   
 Net Change in Calendar Days by previous Change Orders   
 Calendar Days prior to this Change Order   
 Additional Calendar Days as a result of this Change Order   
 Total Calendar Days as a result of this Change Order

Attachments - for Reference ONLY

Change Order Status:  
 Under \$5K  Under \$10K  Over \$10K  Over Contingency Amount  Time Ext Requested

**General Contractor's Acceptance:**

\*\*By typing my name and entering the date I hereby give my electronic signature\*\*  
 By:  Title:  Date:

**Inspector/Project Manager Approval:**

\*\*By typing my name and entering the date I hereby give my electronic signature\*\*  
 By:  Title:  Date:

**Construction Manager Approval:**

**\*\*By typing my name and entering the date I hereby give my electronic signature\*\***

By:  Title:  Date:

**Reviews:**

	Initials	Date
Section Head	<input type="text" value="JEH"/>	<input type="text" value="10/15/2014"/>
PW Admin - Update DB	<input type="text" value="MAH"/>	<input type="text" value="10/16/2014"/>
Asst City Engineer	<input type="text" value="MRD"/>	<input type="text" value="10/16/2014"/>
Accountant	<input type="text" value="CDO"/>	<input type="text" value="10/17/2014"/>

**BPW Processing:**

	Registrar Updated	BPW Scheduled	BPW Approved
PW Admin	<input type="text" value="MAH 10/20/2014"/>	<input type="text" value="MAH 10/22/2014"/>	<input type="text" value="MAH 10/22/2014"/>

**BPW/City Engineer Approval:**

**\*\*By typing my name and entering the date I hereby give my electronic signature\*\***

By:  Title:  Date:

Final Distribution