

**CHANGE ORDER REQUEST  
FORM**

Date: 7/18/18  
P.O. #: 117112  
Account #: 062-6200-760-72-20

Change Order #: 01  
Department: Engineering  
Project #: MU 1807

Requested By: James Lane Wolf  
Contractor: Drake Construction

Phone Ext: X-2227  
Contract Date/Time: 05/03/18

**Change Order Description:**

1. Parking Lot Subgrade Prep – 13,200 SF 5 hrs – Dozer, Roller, 2 Operators \$1,250.00  
  
2. Parking Lot Crushed Concrete Installation – Install geotextile underlayment and \$2,560.00  
Install 4" of Crushed Concrete  
  
Total Change Order Amount = **\$3,810.00**

**Price Impact:**

A. Original Contract Amount:	<u>46,920.00</u>
B. Current Change Order Amount:*	<u>3,810.00</u>
C. Previous Change Orders:	<u>0.0</u>
D. Cumulative Change Order Amount (B + C): **	<u>3,810.00</u>
E. Percent of Original Contract (D ÷ A):	<u>8%</u>
F. Revised Contract Amount (A+D): ***	<u>\$ 50,730.00</u>

\* Change orders in excess of \$50,000 must be taken to City Council for approval.

\*\* Cumulative change order amount (Line D) must not exceed 25% of original PO amount.

\*\*\* If new purchase order total (Line F) exceeds \$50,000 and original purchase order amount (Line A) is less than \$50,000, change order must be taken to City Council for approval.

**Schedule Impact:**

Original Contract Time (Days):	<u>N/A</u>	Original Completion Date:	<u>6/8/2018</u>
Current Change Order (Days):	<u>N/A</u>		
Previous Change Orders (Days):	<u>N/A</u>		
Revised Contract Time (Days):	<u>N/A</u>	Revised Completion Date:	<u>6/8/2018</u>

Vendor Acknowledgement: 

Date: 7-18-2018

**CITY CLEARANCES**

Category 1: \_\_\_\_\_  
(Required only if Line B ≤ \$4,999.99)

Date: \_\_\_\_\_

Category 2: \_\_\_\_\_  
(Required only if Line B is \$5,000 - \$14,999.99)

Date: \_\_\_\_\_

Category 3: \_\_\_\_\_  
(Required only if Line B is \$15,000 - \$24,999.99)

Date: \_\_\_\_\_

Engineering Approval: \_\_\_\_\_  
(Required on all CIP Change Orders)

Date: \_\_\_\_\_

Purchasing Approval: \_\_\_\_\_  
(Required on all Change Orders)

Date: \_\_\_\_\_

Category 4: \_\_\_\_\_  
(Required only if Line B is \$25,000 - \$50,000)

Date: \_\_\_\_\_