

# CHANGE ORDER

(Instructions on reverse side)

No. 2

**PROJECT:** Poly Drive Bike/Ped (W.O. 15-05)

**DATE OF ISSUANCE:** 07/27/2016

**OWNER:** City of Billings  
(Name & Address) 2224 Montana Ave.  
Billings, MT 59101

**OWNER'S PROJECT NO.** W.O. 15-05

**CONTRACTOR:** Montana Lines, Inc.  
2800 Upper River Rd  
Great Falls, MT 59405

**ENGINEER:** Office of the City Engineer

**ENGINEER'S PROJECT NO.** W.O. 15-05

**CONTRACT FOR:** Work Order 15-05: Poly Drive Bike/Ped

**You are directed to make the following changes in the Contract Documents.**

**Description:** Reconcile bid items between approved construction and actual construction quantities.

**Purpose of Change Order:** Reconcile contract amount.

**Attachments:** (List documents supporting change): Itemized table with reconciled items.

## CHANGE IN CONTRACT PRICE:

Original Contract Price

\$ 340,915.26

Previous Change Orders No.     

\$ 30,639.00

Contract Price prior to this Change Order

\$ 371,554.26

Net Increase (decrease) of this Change

\$ 12,045.56

Contract Price with approved Change Order

\$ 383,599.82

## CHANGE IN CONTRACT TIME:

Original Contract Time

60 days  
days or date

Net Change from previous Change Orders

N/A

Contract Time prior to this Change Order

60 days  
days or date

Net Increase (decrease) of this Change

0  
days

Contract Time with approved Change Order

60 days  
days or date

## RECOMMENDED:

By \_\_\_\_\_  
Engineer

## APPROVED:

By \_\_\_\_\_  
Owner

## APPROVED:

By \_\_\_\_\_  
Contractor

## **CHANGE ORDER**

### **INSTRUCTIONS**

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#### **A. GENERAL INFORMATION**

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Time. Changes that have been initiated by a Work Directive Change must be incorporated into a subsequent Change Order if they affect price or time.

Changes that affect Contract Price or Contract Time should be promptly covered by a Change Order. The practice of accumulating Change Order items to reduce the administrative burden may lead to unnecessary disputes.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Time, a Field Order may be used.

#### **B. COMPLETING THE CHANGE ORDER FORM**

Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to price or to time, cross out the part of the tabulation that does not apply.