



TAD PROJECT NO. : _____
 AIRPORT: _____
 ADDRESS: _____

DATE PREPARED: _____
 CONTRACTOR: _____
 ADDRESS: _____

THE PURPOSE OF THIS CHANGE ORDER IS TO ESTABLISH UNIT PRICES FOR ITEMS OF WORK NOT COVERED BY THE ORIGINAL CONTRACT AND TO EXTEND CONTRACT TIME. YOU, THE LICENSED CONTRACTOR, ARE REQUESTED TO PERFORM THE FOLLOWING DESCRIBED WORK UPON RECEIPT OF AN APPROVED COPY OF THIS DOCUMENT OR AS DIRECTED BY THE ENGINEER:

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	AMOUNT

BRIEF DESCRIPTION, LOCATION, AND REASON FOR CHANGE ORDER:	CHANGE ORDER #	TOTAL
	PREVIOUS CHANGE ORDER(S) TOTAL	
	ORIGINAL CONTRACT AWARDED	
	REVISED CONTRACT THROUGH CHANGE ORDER #	

SUBJECT TO THE CONDITIONS SET FORTH BELOW, AN EQUITABLE ADJUSTMENT IS ESTABLISHED AS FOLLOWS:

CONTRACT PRICE	CONTRACT TIME
UNCHANGED INCREASED BY: _____ DECREASED BY: _____	UNCHANGED INCREASED BY: _____ WORKING DAYS DECREASED BY: _____ WORKING DAYS

CHANGES ARE SHOWN ON DRAWING(S) NO. _____, WHICH ARE ATTACHED.

ADDITIONAL JUSTIFICATION FOR CHANGE:

1. IS THE CHANGE ORDER SCOPE APPROPRIATE? (DOES THE CHANGE ORDER HELP COMPLETE THE ORIGINAL SCOPE OF THE PROJECT?)
 YES NO
2. JUSTIFICATIONS FOR UNIT PRICES OR TOTAL COST:
3. DOES THE SPONSOR HAVE THE LOCAL SHARE FOR THIS CONTRACT CHANGE?
 YES NO N/A
4. HAS CONSENT OF SURETY BEEN OBTAINED?
 YES NOT NECESSARY
5. WILL THIS AFFECT THE INSURANCE COVERAGE? YES NO
 5a. IF YES, WILL THE POLICIES BE EXTENDED?
 YES NO N/A
6. IS THE DBE GOAL STILL ACHIEVEABLE WITH THIS CHANGE ORDER? IF NO, EXPLAIN:
 YES NO THIS PROJECT DOES NOT HAVE A DBE GOAL REQUIREMENT
7. BUY AMERICAN ANALYSIS
 NO ADDITIONAL BUY AMERICAN REQUEST IS NECESSARY ATTACHED IS A BUY AMERICAN WAIVER REQUEST FOR CHANGE ORDER MATERIALS NO AIP MONEY
8. HAS THIS CHANGE ORDER BEEN DISCUSSED WITH THE TDOT PROJECT MANAGER?
 YES NO IF SO, WHEN? IF SO, WITH WHOM?

THE FOREGOING IS IN ACCORDANCE WITH YOUR PROPOSAL DATED AND LISTED BELOW:

- A. THE AFOREMENTIONED CHANGE AND WORK AFFECTED THEREBY SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ARE SUBJECT TO ALL CONTRACT STIPULATIONS AND CONVENANTS;
- B. THE RIGHTS OF THE OWNER (SPONSOR) ARE NOT PREJUDICED;
- C. ALL CLAIMS AGAINST THE OWNER WHICH ARE INCIDENTAL TO OR AS A CONSEQUENCE OF THE AFOREMENTIONED CHANGE ARE SATISFIED.

CONTRACTOR _____ DATE RECOMMENDED BY: _____ (APPLICABLE ENGINEERING FIRM) DATE	OWNER _____ DATE APPROVAL DETERMINATION: ELIGIBLE PARTIALLY ELIGIBLE INELIGIBLE _____ TENNESSEE DEPARTMENT OF TRANSPORTATION AERONAUTICS DIVISION DATE
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NOTE: THIS DOCUMENT REQUIRES TDOT AERONAUTICS APPROVAL PRIOR TO CONSTRUCTION, OTHERWISE STATE AND/OR FEDERAL PARTICIPATION FOR ADDITIONAL WORK MAY BE JEOPARDIZED. PROCEEDING WITH A CONTRACT CHANGE PRIOR TO TDOT AERONAUTICS APPROVAL IS AT THE SPONSOR'S RISK.