CHANGE ORDER NUMBER ONE (1) - FINAL

PROJECT TITLE

TAD PROJECT NO. : XX-555-XXXX-XX

DATE PREPARED: (DATE)

AIRPORT: (AIRPORT)

CONTRACTOR: (TYPE COMPANY NAME HERE)

ADDRESS:

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	ORIG. QTY.	REVISED QTY.	CONTRACT ADJUSTMENT
			$	X.XX	X.XX	$
			$	X.XX	X.XX	$
			$	X.XX	X.XX	$
			$	X.XX	X.XX	$
			$	X.XX	X.XX	$

BRIEF DESCRIPTION, LOCATION, AND REASON FOR CHANGE ORDER:

CHANGE ORDER # 1 **OR CONTRACT ADJUSTMENT TOTAL** $

PREVIOUS CHANGE ORDER(S) TOTAL $

ORIGINAL CONTRACT AWARDED $

REVISED CONTRACT THROUGH CHANGE ORDER # 1 $

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

CONTRACT PRICE

- ☐ UNCHANGED
- ☐ INCREASED BY: $
- ☐ DECREASED BY: $

CONTRACT TIME

- ☐ UNCHANGED
- ☐ INCREASED BY: X.XX WORKING DAYS
- ☐ DECREASED BY: X.XX 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? XX/XX/XXXX 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

OWNER

DATE

RECOMMENDED BY:

(APPLICABLE ENGINEERING FIRM)

DATE

APPROVAL DETERMINATION: ☐ ELIGIBLE ☐ PARTIALLY ELIGIBLE ☐ INELIGIBLE

TENNESSEE DEPARTMENT OF TRANSPORTATION AERONAUTICS DIVISION

DATE

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.