SE-381 **CHANGE ORDER NO.:_____**

CHANGE ORDER TO MINOR CONSTRUCTION CONTRACT

AGENCY: Midlands Technical College

PROJECT NAME: MTC - Reed Hall Restroom Renovations - Airport Campus

PROJECT NUMBER: H59-N131-CL

CONTRACTOR: _____ **CONTRACT DATE:** _____

This Contract is changed as follows: *(Insert description of change in space provided below)*

ADJUSTMENTS IN THE CONTRACT SUM:

1.	**Original Contract Sum:**		$
2.	**Change in Contract Sum by previously approved Change Orders:**		
3.	**Contract Sum prior to this Change Order**		$ 0.00
4.	**Amount of this Change Order:**		
5.	**New Contract Sum, including this Change Order:**		$ 0.00

ADJUSTMENTS IN THE CONTRACT TIME:

1.	**Original Substantial Completion Date:**		
2.	**Sum of previously approved increases and decreases in Days:**		Days
3.	**Change in Days for this Change Order**		Days
4.	**Total Number of Days added to this Contract including this Change Order**		0 Days
5.	**New Substantial Completion Date:**		

CONTRACTOR ACCEPTANCE:

BY:_____ **Date:**_____
(Signature of Representative)

Print Name of Representative:_____

A/E RECOMMENDATION FOR ACCEPTANCE:

BY:_____ **Date:**_____
(Signature of Representative)

Print Name or Representative:_____

AGENCY ACCEPTANCE AND CERTIFICATION:

I certify that the Agency has authorized, unencumbered funds available for obligation to this contract.

BY:_____ **Date:**_____
(Signature of Representative)

Print Name of Representative:_____

Change is within Agency Construction Contract Change Order Certification of: **$**_____ **Yes** ☐ **No** ☐

APPROVED BY:_____ **DATE:** _____
(OSE Project Manager)

SUBMIT THE FOLLOWING TO OSE

1. SE-381, fully completed and signed by the Contractor, A/E and Agency;
2. Detailed back-up information, with OH&P shown, from the Contractor/Subcontractor(s) that justifies the costs and schedule changes shown.
3. If any item exceeds Agency certification, OSE will approved the SE-381 and return to Agency.