LEWWTP CONTRACT CHANGE PROCESS

This document covers the Contract Change Process and is intended for use by plant personnel (Owner), professional service providers (Consultant), as well as by construction service providers (Contractor).

A Change Order is needed:

- In case of unforeseen conditions.
- If additional features or options are perceived and requested.
- If parts or tasks of the project are being deleted from the project.
- If the Contractor needs additional time extension to complete work.

Change Order Process:

1. Contractor assembles all pricing (including pricing from subs and vendors, labor and overhead). Pricing must be on letterhead of company performing work and breakdown of costs must be attached to the Proposed Contract Modification (PCM) Form. **Note: The City of Englewood is exempt from all federal, state, and local taxes. Federal Tax I.D. 84-6000583, State # 98-03470-000. Do not charge taxes.**

2. Contractor submits two (2) signed copies of the PCM and backup (T&M calculation on company letter head, cut sheets, other form of traceable prove of legitimacy.) to Consultant (if applicable) or Owner for review.

3. Consultant reviews and approves PCM. Consultant signs and sends two (2) copies of approved PCM to Owner.

4. Owner completes a Change Order (CO) Form, which may combine several PCMs into one CO to the Contract.

5. Owner forwards one (1) copy of the final CO to Contractor for signature. The signed CO must be returned to Owner.

6. The Owner moves the CO through the approval process and a fully executed CO is sent to the Contractor.

Attachments:

PCM and CO Form