

APPENDIX C – CHANGE ORDER EXAMPLE

**UNIVERSITY OF ILLINOIS
CONSTRUCTION CONTRACT CHANGE ORDER for**

• **Contractor (no assignment)**

UI Change Order No. _____
 UI RFP/EWA No. _____
 Change Order Amount _____
 UI Document No. _____
 UI Encumbrance No. _____

Project Name _____

UI Project No. _____

Contractor Name/ Address _____

Division of Work _____

PSC Project No. _____

Contractor Project No. _____

The above referenced contract is hereby amended to provide for the following described change(s) upon the terms set forth below:

Contractor shall provide: (SCOPE)

Original Calendar Days to Complete the Work	_____	Original Contract Amount	\$ _____
Increase/(Decrease) in Calendar Days by Previous Change Orders	_____	Total of Previous Change Order(s)	\$ _____
Increase/(Decrease) in Calendar Days by this Change Order	_____	Increase/(Decrease) by this Change Order	\$ _____
Current Calendar Days to Complete the Work	_____	Revised Contract Amount	\$ _____
Revised Substantial Completion Date	____/____/____		

As changed hereinabove, the above referenced contract shall continue in full force and effect.

CLASSIFICATION (for UI use only)							BUDGET/SCOPE (for UI use only)	
Client Request	PSC Error	CM Error	Code/Std	Unforeseen Conditions			Does NOT affect project budget and/or scope	
Staff Changes/ Scope	PSC Omission	CM Omission	Delivery/ Schedule	Closeout			Affects project budget and/or scope (see attached documentation)	

Chart *	Fund *	Organization *	Account *	Program *	Activity	Location

THE UNDERSIGNED HEREBY CERTIFY THAT THIS CONTRACT CHANGE ORDER IS GERMANE TO THE ORIGINAL CONTRACT AS SIGNED AND THAT THE CIRCUMSTANCES NECESSITATING THIS CONTRACT CHANGE ORDER WERE NOT REASONABLY FORESEEABLE AT THE TIME THE CONTRACT WAS SIGNED. THIS CONTRACT CHANGE ORDER IS IN THE BEST INTEREST OF THE UNIVERSITY OF ILLINOIS AND IS AUTHORIZED BY LAW.

PSC/CM/Contractor Approvals

University of Illinois Approvals

Contractor	Date _____	Campus	Date _____
Construction Manager (CM) (if applicable)	Date _____	UOCP&RES (Change Orders \$50,000 or more)	Date _____
Professional Services Consultant (PSC)	Date _____	Board of Trustees of the University of Illinois - Comptroller	Date _____

If this change is \$250,000 or more, the following additional University of Illinois signatures are required:

Robert A. Easter, President	Date _____	Thomas R. Bearrows, University Counsel	Date _____
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Document Source: Template No Changes

Contract Type: Capital

Contract Sub Type: Construction