**cii505-OSSF**

**Texas Department of Agriculture**

**OSSF Construction Contract Change Order**

|  |  |  |
| --- | --- | --- |
| Locality (Name & Address): | Contract For(project description):  | Region:TxCDBG Contract No.: |
| Contractor: (Name & Address)Agreement Date:Phone #: | Homeowner: (Name & Address)Phone #: | Change Order No. |
| Owner is requesting TDA review to determine eligibility of change order expenses. |
| **Changes to Existing Line Items (Items from original bid or added in previous change order only)** |
| Item No. | Item Description  | Current Quantity | Unit | Unit Price | Change in Quantity (+/-) | Change in Contract Price |
|  |  |  |  |  |  |  |
|  |  |  |  |   |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **New Items Requested (Items without a unit price in the original bid)****Provide Explanation (attach separate documentation if necessary):** |
| Item No. | Item Description  | Unit | Unit Price | Change in Quantity (+/-) | Change in Contract Price |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Change in Contract Price** | **Change in Contract Time** |
| Original Contract Price: $ | Original Contract Time: days |
| Previous Change Order(s)No. to No. $ | Net Change From PreviousChange Orders days |
| Contract Price Prior tothis Change Order $  | Contract Time Prior to this Change Order days |
| Net Increase/Decrease ofthis Change Order $ | Net Increase/Decrease ofthis Change Order days |
| Contract Price With allApproved Change Orders $  | Contract Time With allApproved Change days |
| Cumulative % Change in Contract Price: %  |  |

**Notice:** \* Generally, a cumulative change in the contract price in excess of 25% cannot be approved.

\* Reimbursement of costs submitted in this change order are subject to approval by the Department.

**See TxCDBG Project Implementation Manual Section 5.2.5.**

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| --- | --- |
| Region: | TxCDBG Contract No.: |
| Grant Recipient: | Change Order No. |
| **JUSTIFICATION FOR CHANGE** | **Increase** | **Decrease** | **No Change** |
| 1. Effect of this change on scope of work:  | [ ]  | [ ]  | [ ]  |
| 2. Effect on operation and maintenance costs:  | [ ]  | [ ]  | [ ]  |
|  | **Yes** | **No** | **N/A** |
| 3. Will this Change Order change the number of beneficiaries or TxCDBG contract Performance Statement?If yes, please attach Performance Statement modification request.  | [ ]  | [ ]  | [ ]  |
| 4. Has this change created new circumstances or environmental conditions which may affect the project’s impact, such as concealed or unexpected conditions discovered during actual construction?  | [ ]  | [ ]  | - |
| If “Yes”, is an Environmental Re-assessment required?  | [ ]  | [ ]  |  |
| 5. Is the TCEQ clearance still valid?  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |
| 6. Are other TxCDBG contractual special condition clearance still valid? (If no, specify): | [ ]  | [ ]  | - |
| 7. If new items are included that were not included in the competitive bid, have the prices been determined to be reasonable? | [ ]  | [ ]  | [ ]  |
| **RECOMMENDED**:**By:** LOCALITY (Designated Representative)Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **APPROVED**:**By:** LOCALITY (Chief Elected Official)Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **APPROVED:****By:** HOMEOWNER (Authorized Signature)Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **ACCEPTED**: **By:** CONTRACTOR (Authorized Signature)Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| To receive an email copy of the TDA response, provide information below:

|  |  |  |
| --- | --- | --- |
|  | Name | Email address |
| Grant Recipient |  |  |
| Admin Consultant |  |  |
| Engineering Consultant |  |  |

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| **For office use only:** | **Eligible Change Order**  |
| Net Increase/Decrease ofthis Change Order Requested $  | Net Increase/Decrease ofthis Change Order Requested days |
| Net Increase/Decrease ofthis Change Order Approved $  | Net Increase/Decrease ofthis Change Order Approved days |
| Contract Price With allApproved Change Orders $  | Contract Time With allApproved Change Orders days |
| Notes: |
|  Regional Coordinator |  Date |
|  Manager |  Date |