Do not staple this form and/or attachments; use clips. Print single-sided; do not submit double-side printed documents.

DCM Form 9-J, August 2021;
PSCA version of DCM Form C-12;
A Change Order is not valid without an accompanying completed Change Order Justification (DCM Form B-11).

CONTRACT CHANGE ORDER

Change Order No. _____ **Date** _____

DCM (BC) # _____ *(required)*

PSCA # _____ *(required)*

TO: Contractor Company Name & Address:	**PROJECT:**

TERMS: You are hereby authorized, subject to the provisions of your Contract for this project, to make the following changes thereto in accordance with your proposal(s) dated _____

_____.

FURNISH the necessary labor, materials, and equipment to (*Description of work to be done or changes to be made. If the description is continued in an attachment, identify the attachment below.*):

Description continued from Page 1:

ORIGINAL CONTRACT SUM $ _____

NET TOTAL OF PREVIOUS CHANGE ORDERS $ _____

PREVIOUS REVISED CONTRACT SUM $ _____

THIS CHANGE ORDER WILL ☐ **INCREASE** ☐ **DECREASE**
THE CONTRACT SUM BY $ _____

REVISED CONTRACT SUM, INCLUDING THIS CHANGE ORDER $ _____

EXTENSION OF TIME resulting from this Change Order: ☐ None *or* _____ Calendar days

The amount of this Change Order will be the responsibility of _____
(*Owner and/or PSCA*)

The Owner does hereby certify that this Change Order was executed per the provisions of Title 39, Code of Alabama, 1975, as amended.

_____
Architectural/Engineering Firm

Recommended By _____

Name & Title _____

APPROVALS

ALABAMA DEPARTMENT OF FINANACE,
REAL PROPERTY MANAGEMENT
DIVISION OF CONSTRUCTION MANAGEMENT (DCM)

By _____
Director

Reviewed By _____
Contract Administrator

For DCM office use only:

_____ PSCA funds are available to fund this change order.

_____ PSCA funds will not be used to fund this change order.

CONTRACTING PARTIES

_____
Contractor Company

By _____

Name & Title _____

_____
Local Owner Entity

By _____

Name & Title _____

ALABAMA PUBLIC SCHOOL & COLLEGE AUTHORITY

By _____ Date: _____
Governor and President of Authority

CONSENT OF SURETY (for additive $ change orders only)

_____
Surety Company

By _____
(Attach current Power of Attorney)

Name & Title _____

Review/Signature flow: Architect/Engineer (prepare documents) > Contractor (review and sign) (> Surety for additive $ change orders only [sign]) > Architect/Engineer (review and sign) > Local Owner (review and sign) > DCM (review and sign) > Finance-Legal > Governor (review and sign) > DCM (distribute fully executed Change Order to all parties).