

CHANGE ORDER

(Instructions on reverse side)

No. 3

PROJECT: Tenino Ag Park North Building HVAC and Plumbing

DATE OF ISSUANCE: February 5, 2025 EFFECTIVE DATE: February 12, 2025

OWNER: City of Tenino

OWNER's Contract No.: N/A

CONTRACTOR: Elite Mechanical Services, LLC

ENGINEER: Gibbs & Olson, Inc.

You are directed to make the following changes in the Contract Documents.

Description: **Increase final price for sales tax increase.**

Reason for Change Order: Required to reflect increased sales tax rate.

This change order includes all direct and indirect costs for labor, equipment, materials and the time required for completion of the work described delivered to the Owner ready for use.

Attachments: (List documents supporting change): None

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>387,049.67 including sales tax</u>	Original Contract Times Substantial Completion: <u>150 Calendar Days</u> Ready for final payment: <u>180 Calendar Days</u> days or dates
Net changes from previous Change Order No. <u>1</u> to No. <u>2</u> \$ <u>120,498.38 including sales tax</u>	Net changes from previous Change Order No. <u>1</u> to No. <u>2</u> <u>60 calendar days</u> days
Contract Price prior to this Change Order \$ <u>507,548.05 including sales tax</u>	Contract Times prior to this Change Order Substantial Completion: <u>384 calendar days</u> Ready for final payment: <u>414 Calendar days</u> days or dates
Net Increase of this Change Order \$ <u>716.10 including sales tax</u>	Net Increase (decrease) of this Change Order <u>N/A</u> days
Contract Price with all approved Change Orders \$ <u>508,264.15 including sales tax</u>	Contract Times with all approved Change Orders Substantial Completion: <u>384 calendar days</u> Ready for final payment: <u>414 calendar days</u> days or dates

RECOMMENDED:

By: *Mark E. Russell*
Engineer (Authorized Signature)

Date: February 4 2025

APPROVED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: *Cassie Stayton*
Contractor (Authorized Signature)

Date: 2/4/2025

CHANGE ORDER

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.