

# CHANGE ORDER

(Instructions on reverse side)

No. 1

PROJECT: Tenino EV Chargers

DATE OF ISSUANCE: April 22, 2025

EFFECTIVE DATE: April 23, 2025

OWNER: City of Tenino

OWNER's Contract No.: N/A

CONTRACTOR: Travers Electric, Inc.

ENGINEER: Gibbs & Olson, Inc.

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

Description: Add two additional EV chargers per attached quote at the Sandstone Café parking lot.

Reason for Change Order: Increased scope of work.

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) Travers Electric quote dated March 6, 2025.

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIMES:	
Original Contract Price		Original Contract Times	
\$ <u>196,217.94</u>		Substantial Completion: <u>90 calendar days</u>	
		Ready for final payment: <u>120 calendar days</u>	
		days or dates	
Net changes from previous Change Order No. <u>  </u> to No. <u>  </u>		Net changes from previous Change Order No. <u>  </u> to No. <u>  </u>	
\$ <u>N/A</u>		<u>N/A</u>	
		days	
Contract Price prior to this Change Order		Contract Times prior to this Change Order	
\$ <u>196,217.94 including tax</u>		Substantial Completion: <u>90 calendar days</u>	
		Ready for final payment: <u>120 calendar days</u>	
		days or dates	
Net Increase of this Change Order		Net Increase (decrease) of this Change Order	
\$ <u>84,349.46 incl. tax</u> <i>John</i>		<u>90 calendar days</u>	
		days	
Contract Price with all approved Change Orders		Contract Times with all approved Change Orders	
\$ <u>280,567.40 incl tax</u>		Substantial Completion: <u>180 calendar days</u>	
		Ready for final payment: <u>210 calendar days</u>	
		days or dates	

RECOMMENDED:

APPROVED:

ACCEPTED:

By: \_\_\_\_\_

Engineer (Authorized Signature)

Date: April 17, 2025

By: \_\_\_\_\_

Owner (Authorized Signature)

Date: \_\_\_\_\_

By: \_\_\_\_\_

Contractor (Authorized Signature)

Date: 4-17-25

## *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.