

# CHANGE ORDER

(Instructions on reverse side)

No. 3

PROJECT: Tenino EV Chargers

DATE OF ISSUANCE: January 26, 2026 EFFECTIVE DATE: January 28, 2026

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: **Delete additional charger at the Quarry House per change order 2 and quantity reconciliation for allowance items.**

Reason for Change Order: **Decreased 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) **None**

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>1</u> to No. <u>2</u>	Net changes from previous Change Order No. <u>1</u> to No. <u>2</u>
\$ <u>112,994.81</u>	<u>90 Calendar days</u> days
Contract Price prior to this Change Order	Contract Times prior to this Change Order
\$ <u>309,212.75 including tax</u>	Substantial Completion: <u>180 calendar days</u> Ready for final payment: <u>210 calendar days</u> days or dates
Net Increase of this Change Order	Net Increase (decrease) of this Change Order
\$ <u>&lt;37,139.66&gt; incl. tax</u>	<u>90 calendar days to Substantial and 180 calendar days to Ready for Final Payment</u> days
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
\$ <u>272,073.09 incl tax</u>	Substantial Completion: <u>270 calendar days</u> Ready for final payment: <u>390 calendar days</u> days or dates

RECOMMENDED:

APPROVED:

ACCEPTED:

By: Michael E. Russell  
Engineer (Authorized Signature)

Date: January 21, 2026

By: \_\_\_\_\_  
Owner (Authorized Signature)

By: \_\_\_\_\_  
Contractor (Authorized Signature)

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

## 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.