Attachment 2
SAMPLE: Contract Change Order—Use of AcPay3

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

CONTRACT CHANGE ORDER

CEM-4900 (REV 05/2001) CT# 7541-3501-0

Sheet 1 of 1

CHANGE REQUESTED BY: 

Sheet Required:  

TO: 

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. 
NOTE: This change order is not effective until approved by the engineer.

Description of work to be done, estimate of quantities and prices to be paid. (Segregate between additional work at contract price, agreed price and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the engineer’s estimate.

Revising paragraph 2 of subsection 39-4.03D, “Charts and Records,” of the Standard Specifications, in accordance with CPD 08-2, as follows:

“For every day of asphalt concrete production, as the Quality Control test results become available, the contractor shall provide an electronic copy of the process and quality control test results using the Caltrans’ statistical evaluation program, ACPay3, available at www.dot.ca.gov/hq/construct/html/acpay3.xls.”

There will be no cost or credit to the state by reason of this change.

Estimated Cost: 

By reason of this order the time of completion will be adjusted as follows:

SUBMITTED BY

SIGNATURE

[PRINT NAME & TITLE]

Name, Engineer

APPROVAL RECOMMENDED BY

SIGNATURE

[PRINT NAME & TITLE]

Name, Title

ENGINEER APPROVAL BY

SIGNATURE

[PRINT NAME & TITLE]

Name, Title

CONTRACTOR ACCEPTANCE BY

SIGNATURE

[PRINT NAME & TITLE]

Name, Title

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