

Commonwealth of Pennsylvania Department of General Services Construction Change Order Section 18th & Herr Streets Harrisburg, Pennsylvania 17125	Request for Fax Change Order	Project No. _____ Phase ____ Part _____	Change Order No. _____
		Contract No. _____	Page 1 of _____
		Project Title _____	
		Location _____	

**SECTION 1- TO BE COMPLETED BY CONSTRUCTION INSPECTOR SUPERVISOR/MANAGER**

CHANGE ORDER COST AMOUNT:  DATE:

The cost amount for this Fax Change Order Request represents the following: (select one only)

- This is the ACTUAL COST to perform this work and the Contractor's Cost Breakdown is provided as substantiation.
- This is a GUESSTIMATE COST to perform this work based on known unit prices multiplied by an assumed quantity of work which cannot be determined prior to performance of work. The Contractor's Cost Breakdown is provided to substantiate the GUESSTIMATE and this cost will be adjusted once actual quantities of work have been determined by DGS monitoring.
- This is a GUESSTIMATE COST to perform this work as determined by the Construction Inspector Supervisor/Manager. The quantities and exact methods to perform this work are unknown and we request that the Contractor be authorized to perform this work on a Force Account Basis. Should this GUESSTIMATE COST need to be exceeded in performing this work, a supplemental Force Account Change Order will be requested to continue the work in progress.

DESCRIPTION OF WORK: (Provide separate Professional's scope letter if required to completely define description.)

**SECTION 2- TO BE COMPLETED BY THE PROFESSIONAL**

This Change Order is a direct result of: (select one only)

- Request of the Using Agency     Post Design Code Revision     Prof.'s Error/Omission     Unforeseen Condition     Other

Explain Cause Choice:

**SECTION 3- SIGNATURES OF CONTRACTOR, PROFESSIONAL AND DGS CIM/CIS**

	<u>Name of Firm</u>	<u>Signature of Individual</u>
CONTRACTOR	_____	_____
PROFESSIONAL	_____	_____
DGS CIM/CIS	_____	_____

The above signees are in agreement with the cost, description and legitimacy of this Change Order.

**SECTION 4 - TO BE COMPLETED BY REGIONAL OFFICE**

**FUNDING AVAILABILITY**

Public Works Fiscal Unit advised funds available via computer on this date: