**Project name C. O. Number:**

**Contractor company name**

**Table D**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ASI No.** | RFI No. | CR No. | CP No. | CO Item No. |
| Item name |  | | | |
| **Description of Work** |  | | | |
| Reason or Necessity of Work |  | | | |
| **Cost Breakdown** | Subcontractor base cost | Subcontractor Markup (**≤** 20%) | Contractor base cost | Contractor Markup (**≤** 10% or **≤** 20%) |
|  | $0 | $0 | $0 | $0 |
| **Reason Code** |  | Total Cost | | $0 |
| Compensation |  | Calendar Days | | 0 |
| Initiated by |  | Supporting documentation | |  |

Reason Code

EO Error or omission of Consultant

UC Unforeseen job site condition

OC Owner-generated change

RC Regulatory authority-generated change

CC Contractor-generated change

* *Use one Table D sheet for each Change Order item.*
* *Use Table D sheets with the BGS Change Order Table A (cost) and Table B (time) summaries and signature sheet, and the BGS Change Order Table C (list of items) sheet.*

|  |  |  |
| --- | --- | --- |
|  | signature | date |
| **Consultant (A/E)** |  |  |
| **Contractor** |  |  |
| **Owner** |  |  |
| **Other** |  |  |
| **Bureau of General Services** |  |  |

19 May 2020