

# CHANGE ORDER

AIA DOCUMENT G701

OWNER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

PROJECT: Addition to Fire Station #52  
 (name, address) for the City of Mason  
 5500 Cedar Village Drive  
 Mason, Ohio 45040  
 TO CONTRACTOR:  
 (name, address) Cincinnati Air Conditioning  
 1816-1820 Central Parkway  
 Cincinnati, Ohio 45214

CHANGE ORDER NUMBER: HVAC-1  
 DATE: September 15, 2000  
 ARCHITECT'S PROJECT NO:  
 CONTRACT DATE: November 15, 1999  
 CONTRACT FOR: HVAC Contract

The Contract is changed as follows:

- |  |                      |
|--|----------------------|
| 1. Add sheet metal boxes to first floor furnaces to allow for condensation flow. | \$ 340.00            |
| 2. Add dampers and interlock controls for second floor combustion air.           | 617.00               |
| 3. Add exhaust fans in rooms #116 & 119  | 912.00               |
|  | Total Add \$1,869.00 |

**Not valid until signed by the Owner, Architect and Contractor.**

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was ..... \$ 48,500.00  
 Net change by previously authorized Change Orders ..... \$ 0  
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was ..... \$ 48,500.00  
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (decreased) (unchanged) by this Change Order in the amount of ..... \$ 1,869.00  
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be .. \$ 50,369.00

The Contract Time will be (increased) (decreased) (unchanged) by ( 0 ) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is October 1, 2000

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Voorhis, Slone, Welsh, Crossland - Architects	Cincinnati Air Conditioning	City of Mason
ARCHITECT	CONTRACTOR	OWNER
414 Reading Road	1816-1820 Central Parkway	202 W. Main Street
Address	Address	Address
Mason, Ohio 45040	Cincinnati, Ohio 45214	Mason, Ohio 45040

BY <u><i>[Signature]</i></u>	BY <u><i>[Signature]</i></u>	BY _____
DATE <u>9/18/00</u>	DATE <u>1-17-01</u>	DATE _____



**CAUTION: You should sign an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.**

# INSTRUCTION SHEET

## FOR AIA DOCUMENT G701, CHANGE ORDER

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### A. GENERAL INFORMATION

#### 1. Purpose

This document is intended for use in implementing changes in the Work agreed to by the Owner, Architect and Contractor. Execution of a completed G701 form indicates agreement upon all the terms of the change, including any changes in the Contract Sum (or Guaranteed Maximum Price) and Contract Time.

#### 2. Related Documents

This document was prepared for use under the terms of AIA general conditions first published in 1987, including AIA Document A201, General Conditions of the Contract for Construction, and the general conditions contained in AIA Documents A107 and A117.

#### 3. Use of Current Documents

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### B. CHANGES FROM THE PREVIOUS EDITION

Unlike the previous edition, the 1987 edition of AIA Document G701 requires the signatures of the Owner, Architect *and Contractor* for validity. Changes to be made over the Contractor's objection (with disputed terms to be settled afterwards) should be effected through the use of AIA Document G714, Construction Change Directive.

### C. COMPLETING THE G701 FORM

#### 1. Description of Change in the Contract

Insert a detailed description of the change to be made in the Contract by this Change Order, including any Drawings, Specifications, documents or other supporting data to clarify the scope of the change.

#### 2. Determination of Costs

Insert the following information in the blanks provided, and strike out the terms in parentheses that do not apply:

- the original Contract Sum or Guaranteed Maximum Price;
- the net change by previously authorized Change Orders (note that this does not include changes authorized by Construction Change Directive unless such a change was subsequently agreed to by the Contractor and recorded as a Change Order);
- the Contract Sum or Guaranteed Maximum Price prior to this Change Order;
- the amount of increase or decrease, if any, in the Contract Sum or Guaranteed Maximum Price; and
- the new Contract Sum or Guaranteed Maximum Price as adjusted by this Change Order.

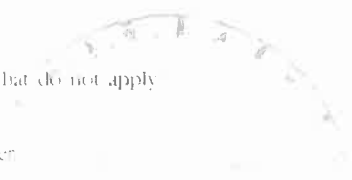
#### 3. Change in Contract Time

Insert the following information in the blanks provided, and strike out the terms in parentheses that do not apply:

- the amount in days of the increase or decrease, if any, in the Contract Time; and
- the date of Substantial Completion, including any adjustment effected by this Change Order.

### D. EXECUTION OF THE DOCUMENT

When the Owner, Architect and Contractor have reached agreement on the change to be made in the Contract, including any adjustments in the Contract Sum (or Guaranteed Maximum Price) and Contract Time, the G701 document should be executed in triplicate by the two parties and the Architect, each of whom retains an original.



SEP 18 2000