

# CHANGE ORDER

AIA DOCUMENT G701

OWNER	<input checked="" type="checkbox"/>
ARCHITECT	<input checked="" type="checkbox"/>
CONTRACTOR	<input checked="" type="checkbox"/>
FIELD	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

PROJECT: Addition to Fire Station #52  
 (name, address) for the City of Mason  
 5500 Cedar Village Drive  
 Mason, Ohio 45040

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

TO CONTRACTOR: Preferred Fire Protection Inc.  
 (name, address) 375 Commercial Drive  
 Fairfield, Ohio 45014

The Contract is changed as follows:

1. Flush existing underground.	\$ 325.00
2. Reconnect sprinkler system to existing apparatus bay.	470.00
3. Relocate existing sprinkler heads in mechanical room.	360.00
	Total Add \$1,155.00

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

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was .....	\$ 24,940.00
Net change by previously authorized Change Orders .....	0
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was .....	\$ 24,940.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order in the amount of .....	\$ 1,155.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be ..	\$ 26,095.00

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**  
 ARCHITECT  
 414 Reading Road  
 Address  
 Mason, Ohio 45040

**Preferred Fire Protection Inc. City of Mason**  
 CONTRACTOR  
 375 Commercial Drive  
 Address  
 Fairfield, Ohio 45014

**OWNER**  
 202 W. Main Street  
 Address  
 Mason, Ohio 45040

BY Jeri Vane  
 DATE 9/18/00

BY Robert Petrus  
 DATE 1/22/01

BY \_\_\_\_\_  
 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:

- a) the original Contract Sum or Guaranteed Maximum Price;
- b) 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);
- c) the Contract Sum or Guaranteed Maximum Price prior to this Change Order;
- d) the amount of increase or decrease, if any, in the Contract Sum or Guaranteed Maximum Price; and
- e) 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:

- a) the amount in days of the increase or decrease, if any, in the Contract Time; and
- b) 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.