

**STATE OF ALABAMA
BUILDING COMMISSION**

770 Washington Avenue, Suite 444
Montgomery, Alabama 36130
(334) 242-4082 FAX (334) 242-4182

**CHANGE ORDER
CHECKLIST**

For use with ABC Form C-12 and ABC Form 9-J

WHICH FORM DO YOU USE?

Use **ABC Form C-12** for contracts of state agencies and department, Postsecondary Education, & SDE.

Use **ABC Form 9-J** for contracts involving the Public School and College Authority (PSCA)

Verify that the following information is inserted in the spaces provided on the CONTRACT CHANGE ORDER form, or attached to the form where attachments are noted to be acceptable or obviously necessary.

1.	CHANGE ORDER NUMBER
2.	DATE
3.	BC PROJECT NUMBER: Insert BC Project Number in the block provided at top of document.
4.	CONTRACTOR Insert name and address of the Contractor, exactly as they appear on the Construction Contract.
5.	NAME OF PROJECT: Under "Project", insert the complete name of the project as identified in the bid documents. If using ABC Form 9-J, insert the PSCA Project Number in the space provided.
6.	CONTRACTOR'S PROPOSALS: Under "TERMS", identify the change order proposals submitted by the contractor that are being addressed by the Contract Change Order. Identify these proposals by inserting their dates.
7.	DESCRIPTION OF THE CHANGE(S) IN WORK: Fully describe the change or changes to the original contract work for which the Construction Contract is being modified. This description should be written so that a reader of the document who is not directly involved in the project can understand what is being changed. If the space provided on the form is inadequate for such a description, use attachments and cite them.
8.	CONTRACT AND CHANGE ORDER AMOUNTS: Insert the applicable dollar amounts to record the original contract sum, change orders, and the currently revised contract sum.
9.	EXTENSION OF TIME: If the Contract Time is being extended by the Contract Change Order, insert appropriate number of calendar days in the space provided. If the Contract Time is not being extended, insert "NONE".
10.	RESPONSIBILITY FOR CHANGE ORDER FUNDING - ABC Form 9-J ONLY: The authority responsible for funding the change order is to be identified in the following sentence in the form,: "The amount of this Change Order will be the responsibility of _____." Insert whichever is appropriate: (1) "PSCA", (2) name of LEA, or (3) "PSCA" and name of LEA.
11.	SIGNATURES: The Contract Change Order must be prepared for the appropriate signatures. Refer to Appendixes A-1, A-2, and A-3 for instructions for State Agency, PSCA, and Postsecondary Education projects. Before submitting a Contract Change Order to the ABC, the document must be signed by the contractor, surety , design professional, and owner (local owner or using agency). Signature by the surety ("CONSENT OF SURETY") is not necessary on change orders involving only extensions of time.
12.	ATTACHMENTS: To each copy of the Contract Change Order form attach, a. A copy of each of the contractor's change order proposals providing a detailed breakdown of the change order costs. b. POWER OF ATTORNEY for the individual signing the Contract Change Order for the surety. c. ABC Form B-11, CHANGE ORDER JUSTIFICATION: completed and signed by the design professional and owner.