



**CHANGE ORDER (CO)  
FOR CONSTRUCTION CONTRACT**

**NJSDA Form 503**

**Date:** \_\_\_\_\_ **Change Order No.:** \_\_\_\_\_  
**Contract No.:** \_\_\_\_\_ **Program Director:** \_\_\_\_\_  
**Contractor:** \_\_\_\_\_ **School Name:** \_\_\_\_\_  
**CM:** \_\_\_\_\_ **District Name:** \_\_\_\_\_  
**CM/PM:** \_\_\_\_\_

**Does this Change Order resolve a CCD?** ☐ Yes ☐ No **If yes, enter the SDA's CCD No.:** \_\_\_\_\_

**Execution Date of CCD:** \_\_\_\_\_

**Were there previous invoices approved against this CCD?** ☐ Yes ☐ No **If yes, what amount?** \_\_\_\_\_

**Cause/Reason:** ☐ Owner Initiated ☐ Differing Site Conditions ☐ Design Consultant E/O (Change Orders Only)

**Dollar Value Category:** ☐ Lump Sum ☐ Unit Cost Not to Exceed ☐ Not to Exceed Time and Material

**The Contractor is directed to make the following changes to the contract:**

Change Order No.: \_\_\_\_\_

Contract No.: \_\_\_\_\_

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**Costs:** (Enter dollar values with no formatting)

**Change Order Amount:**

**Time:**

	Original Date	Net Prior to Changes	This Change Add/Deduct	Current Contract
Substantial Completion				
Final Completion				

This Change Order represents the total adjustments to the Contract Sum and the Contract Time for the changes described herein.

**Contractor Approval:**

**Contractor:**

Signature

**CONTRACTOR'S RELEASE OF CLAIMS AND WAIVER.** By signing above, Contractor acknowledges that this Change Order constitutes full and final compensation for the work described in this Change Order and any other work affected by the work described herein (collectively, the "Change Order Work"), and, upon receipt of payment for the Change Order Work, hereby releases New Jersey Schools Development Authority and the State of New Jersey from any and all liability under the contract for any additional compensation for the Change Order Work, including but not limited to, claims for additional compensation for any materials, labor, services, overhead, profit, and any time extension or damages related to any delay or effect on the Contractor's schedule for performance of the Contract and the Change Order work. Contractor expressly waives any contract right to pursue any further claim related to the Change Order Work.

**Acknowledged By: (When Applicable)**

Design Consultant

CM

Signature

Signature

Print Name

Print Name

Change Order No.: \_\_\_\_\_

Contract No.: \_\_\_\_\_



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Reviewed by Program Operations and **Verified within** Project Charter Budget ☐

Reviewed by Program Operations and **Exceeds** Project Charter Budget ☐ (*Attach revised Project Charter*)

\_\_\_\_\_  
Signature

**Recommended and/or Approved by (In Accordance with NJSDA Operating Authority):**

**Level 1**

\_\_\_\_\_  
Signature

**Level 2**

\_\_\_\_\_  
Signature

**Level 3**

\_\_\_\_\_  
Signature

**Level 4**

\_\_\_\_\_  
Signature

**Level 5 and/or Level 6**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Change Order No.: \_\_\_\_\_

Contract No.: \_\_\_\_\_