



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

**NJSDA Form 503**

**Date:** \_\_\_\_\_ **Change Order No.:** \_\_\_\_\_

**Contract No.:** \_\_\_\_\_ **AAR No.:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Program Director:** \_\_\_\_\_

**PMF/CM:** \_\_\_\_\_ **School Name:** \_\_\_\_\_

**PMF/CM/PO:** \_\_\_\_\_ **District Name:** \_\_\_\_\_

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

**(Primavera) CM's CCD No.:** \_\_\_\_\_

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

**CCD Amount:** \_\_\_\_\_

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

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

Empty box for contractor changes.

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

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

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**Justification (Reason for Change):**

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

Original Contract Sum	Net of Prior Changes Additions & Deductions **	This Change Additions & Deductions*	Current Contract Sum as Revised

*\* Does not include any previous change amounts*

*\*\* Includes all Change Orders with an Execution Date prior to this Change Date*

**Time:**

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

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

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

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**Recommended and/or Approved By: (in Accordance with NJSDA Operating Authority)**

**Contractor:** \_\_\_\_\_  
Signature Printed Name Date

**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.

Reviewed by Program Officer-Controls and **Verified within** Project Charter Budget

Reviewed by Program Officer-Controls and **Exceeds** Project Charter Budget  *(Attach revised Project Charter)*

\_\_\_\_\_  
Signature Print Name

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

**Level 1**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name Date

**Level 2**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name Date

**Level 3**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name Date

**Level 4**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name Date

**Level 5**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name Date

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

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