 **DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)**

 **Office of School Construction Grants & Review (OSCG&R)**

**NOTICE OF CHANGE ORDER**

**FORM SCG-042.CO INST**

**INSTRUCTIONS**

* Provide Local Education Agency (LEA) or Regional Education Service Center (RESC) name, the name of the facility where project is taking place and the project number assigned by the State Department of Administrative Services (DAS) in the appropriate boxes. Include the letter suffixes indicating project type in the project number. Projects granted renovation status are identified with the suffix RNV.
* The State Change Order Number must be sequential regardless of phasing. Multiple contractor change orders can be listed on page 2.
* Contractor Change Order Number: This space is provided for your own record keeping purposes if you maintain identification numbers which differ from the State numbers.
* The total of the awarded publicly bid trade contracts shall be listed on FORM SCG-042.CO as the “Original Construction Contract Sum”.
* All change orders submitted for review **must** include an accurately completed “FORM SCG-043.CO: State Change Order Summary” excel spreadsheet. A copy of FORM SCG-043.CO can be downloaded from the DAS Office of School Construction Grants & Review website. **Note:** Change orders submitted which do not use the official version of FORM SCG-043.CO available on the DAS website will be returned as un-reviewable.
* Complete the summary of the construction contract revisions. For definitions, see reverse side of form.
* Briefly describe the change, the reason the change order was required, the code requirements, unforeseen circumstance or the emergency situation which led to the submission of this change order. Provide supporting documentation as necessary.
* On project change orders which include back-charges, provide the number of the related change order, to allow the Office of School Construction Grants & Review (OSCG&R) to reconcile the add/deduct back-charge.
* Check the appropriate box regarding change order certification (fully eligible, fully ineligible, partly eligible and ineligible). **Note:** Very few change orders are fully eligible. Refer to the FORM SCG-3050 Bulletin of Common Change Order Ineligibilities, and FORM SCG-4015 Eligible and Ineligible Items for FF&E and Technology for additional information.
* Obtain all signatures and dates on the appropriate lines. Architect/Contractor’s name refers to the firm named in the contract.
* Give details of the cost of the change order. Line items new to the contract, or increases in existing line items are to be shown as positive numbers. Deletions or decreases in existing line items are shown as negative numbers.
* List and total the cost changes for all **eligible** items included in this change order in the spaces provided.
* List and total the cost changes for all **ineligible** items included in this change order in the spaces provided.
* The total cost of eligible items plus the total cost of ineligible items must equal the “Cost of This Change Order” reported on the front page of this form.
* Itemized breakdowns are required for change orders, including both eligible and ineligible items. Identify all repair and replacement costs in existing buildings and work outside of school property lines. See FORM SCG-4000 the Ineligible Costs and Limited Eligible Costs Worksheet (ICW) for reference.

If you have any questions, contact Robert Celmer at robert.celmer@ct.gov or (860) 713-6485.