



**Oceanside Unified School District**  
 OUSD Project No.    xxxxxxxx    DSA No.    A 04-xxxxxx

## CHANGE ORDER AUTHORIZATION REQUEST

Contract No. \_\_\_\_\_ Contract for: \_\_\_\_\_  
 Change Order No. \_\_\_\_\_ Reference: \_\_\_\_\_  
 Date: \_\_\_\_\_ Drawing No. \_\_\_\_\_ CCD No. \_\_\_\_\_  
 To: \_\_\_\_\_ Spec. Section \_\_\_\_\_ Bulletin No. \_\_\_\_\_  
 Attention: \_\_\_\_\_ RFI No. \_\_\_\_\_ Other \_\_\_\_\_

- Change Order Requested By and/or Reasons:  
 C - Code Compliance     D - District Request     CR - Campus Request  
 U - Unforeseen Condition     V - Value Engineering     EO - Error/Omission  
 O -Other Reasons \_\_\_\_\_

**Description of the Work:**

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Attached is a detailed cost estimate justifying this Change Order Authorization Request.  
 Attached is an activity schedule demonstrating any additional time needed to complete work.

Based on the above Description of Work, provide a proposal to accomplish the task. The proposal shall be all inclusive, covering all costs including, but not necessarily limited to: material, labor, supervision, applicable taxes, General Conditions & fees. The proposal shall include any request for time extension that may be deemed necessary. Provide detailed backup including, but not necessarily limited to labor (time & rates), supervision (time & rates), material (quantity & costs), taxes, General Conditions & fees.

<b>Contract:</b>		<b>Cost Estimate:</b>	
Original Contract Amount	\$ 0.00	Material (Incl. Tax)	\$ 0.00
Change Order amount Prior to this Authorization	\$ 0.00	Labor (Incl. Burden)	\$ 0.00
Total Contract Amount Prior to this Authorization	\$ 0.00	Equipment	\$ <u>0.00</u>
Current Change Order Amount by this Authorization	\$ 0.00	Subtotal - Direct Costs	\$ 0.00
<b>New Total Contract Amount</b>	<b>\$ 0.00</b>	Fee (Direct Costs) ( 5.0% )	\$ 0.00
		Fee on Sub-Contr. ( 5.0% )	\$ <u>0.00</u>
		Subtotal	\$ 0.00
		Bond ( 2.0% )	\$ <u>0.00</u>
		<b>Total</b>	<b>\$ 0.00</b>

Time Extension: \_\_\_\_\_ Days

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Submitted by: \_\_\_\_\_

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\_\_\_\_\_  
*Company*
\_\_\_\_\_  
*Authorized Signature*
\_\_\_\_\_  
*Date*

Oceanside Unified School District

DSA No. A 04-xxxxxx

Contract No. 0  
 Change Order No. 0

Contract for:

Prime Trade Contractor											
Activity	Material			Labor			Equipment				
	Qty.	Unit Cost	Extension	Qty.	Unit Cost	Extension	Qty.	Unit Cost	Extension		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
			\$ 0.00				\$ 0.00				\$ 0.00

Sub-Contractor											
Activity	Material			Labor			Equipment				
	Qty.	Unit Cost	Extension	Qty.	Unit Cost	Extension	Qty.	Unit Cost	Extension		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
		\$	\$ 0.00		\$	\$ 0.00		\$	\$ 0.00		
			\$ 0.00				\$ 0.00				\$ 0.00

Summary					
	Prime Trade Contractor		Subcontractor		Total
Material	\$	0.00	\$	0.00	0.00
Tax ( 8.25% )	\$	0.00	\$	0.00	0.00
Labor	\$	0.00	\$	0.00	0.00
Burden ( 35.0% )	\$	0.00	\$	0.00	0.00
Equipment		\$ 0.00		\$ 0.00	\$ 0.00
Subtotal - Direct Costs		\$ 0.00			\$ 0.00

0.00

**Processing:**

\_\_\_\_\_  
 Deputy Program Manager Date

\_\_\_\_\_  
 Construction Manager Date

\_\_\_\_\_  
 Finance Manager Date

**Review & Approval:**

\_\_\_\_\_  
 Architect of Record Date

\_\_\_\_\_  
 Project Inspector of Records Date

\_\_\_\_\_  
 Program Manager, CCM/MAAS - Initial Date

\_\_\_\_\_  
 Deputy Superintendent of Administrative Services Date