STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CHANGE ORDER MEMORANDUM

CEM-4903 (REV 06/2019)

DATE

TO			FILE CONTRACT NO.
FROM			CO-RTE-PM FED NO.
CHANGE ORDER NO.	SUPPLEMENT NO.	CATEGORY CODE	CONTINGENCY BALANCE (Including this change) $
CHANGE ORDER AMOUNT $ ☐ INCREASE ☐ DECREASE			HEADQUARTERS APPROVAL REQUIRED? ☐ YES ☒ NO
SUPPLEMENTAL FUNDS PROVIDED $			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? ☒ YES ☐ NO

ORIGINAL CONTRACT TIME	TIME ADJUSTMENT THIS CHANGE	PREVIOUSLY APPROVED TIME ADJUSTMENTS	PERCENTAGE TIME ADJUSTED (Including this change)	TOTAL # OF UNRECONCILED DEFERRED TIME (Including this change)
_____ DAY(S)	_____ DAY(S)	_____ DAY(S)	_____ %	

THIS CHANGE ORDER PROVIDES FOR (Use additional pages as needed):

This is a contractor requested change order that requires weighmaster certificates be delivered electronically at point of delivery.

Reason for Change:

In response to the COVID-19 pandemic and efforts to minimize contact and maintain social distancing, required weighmaster certificates for material deliveries will be transmitted electronically to the engineer.

Section 9-1.02B(2), "Equipment," of the *Standard Specifications* will be revised concerning weighmaster certificate delivery. A reservation clause will be included within the change order that provides for reverting to Standard Specification for material deliveries if ordered by the engineer.

Concurrence:

This change order is in accordance with Division of Construction CPD 20-XX, dated June X, 2020.

Method of Payment:

This change is a no-cost change order.

Time Adjustment:

This change order will not affect the controlling activity. No time adjustment is warranted.

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CHANGE ORDER NUMBER	SUPPLEMENT NUMBER	CONTRACT NUMBER

CONCURRED BY	
CONSTRUCTION ENGINEER/BRIDGE ENGINEER	DATE
PROJECT ENGINEER	DATE
PROJECT MANAGER	DATE
FHWA REP.	DATE
ENVIRONMENTAL	DATE
MAINTENANCE	DATE
OTHER (SPECIFY)	DATE
HQ OR DISTRICT PRIOR APPROVAL BY	DATE
RESIDENT ENGINEER SIGNATURE	DATE

ESTIMATE OF COST

	THIS REQUEST	TOTAL TO DATE
ITEMS		
FORCE ACCOUNT		
AGREED PRICE		
ADJUSTMENT		
TOTAL	$0.00	$0.00

FEDERAL PARTICIPATION

☐ PARTICIPATING ☐ PARTICIPATING IN PART ☐ NONE
☐ NON-PARTICIPATING (Maintenance) ☐ NON-PARTICIPATING

FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)

☐ CHANGE ORDER FUNDED PER CONTRACT
☐ CHANGE ORDER FUNDED AS FOLLOWS

FEDERAL FUNDING SOURCE	PERCENT

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