record of change order REQUEST (COR) negotiation

**(Complete one form per negotiation session)**

|  |  |
| --- | --- |
| COLLEGE: |       |
| PROJECT NAME: |       |
| PROJECT NO.: |       |
| CONTRACT NO.: |       | FIELD ORDER NO.: |       |
| DSA NO.: |       | COP NO.: |       |
| RFC/RFI NO.: |       | COR NO.: |       |
| MEETING ATTENDEES:

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Print Name and Title (Contractor) |  | Print Name and Title (CPT/PMO) |
|       |  |       |
| Print Name and Title (Contractor) |  | Print Name and Title (CPT/PMO) |
|       |  |       |
| Print Name and Title (Contractor) |  | Print Name and Title (CPT/PMO) |

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| **Negotiation Summary:** Insert/attach a summary of the negotiation, using the following template.The Contractor's initial request (COR #     ) dated       was received on       in the amount of $     . The PMO estimate, dated      , was in the amount of $     .The Contractor also requested a time extension of       calendar days. (Enter -0- if no time extension is requested). Of the       calendar days,       calendar days were requested as compensable at $      per day and the balance of       calendar days were requested as non-compensable.The difference of $      between the request and the estimate is related to       (use this space to explain differences, such as quantities, labor rates, materials unit pricing, etc.) Negotiations took place on       (date(s), attended by       (Names/Titles) representing the Contractor and by       (Names/Titles) representing the PMO/CPT. Based on these discussions and additional documentation shared by the parties, an agreement was reached in the amount of $     , based on adjustments to       (ie the scope of work, labor hours/labor rates, materials quantities and pricing, contractually unallowable costs, adjusted markups, bond premium, etc.) |
| **Negotiation Summary (cont.):** Insert/attach a similar narrative to resolve any time extension issues (e.g. regarding durations, crew sizes, compensable vs. non-compensable, concurrent delays, etc.)      Please detail any further notes below.      |

|  |  |  |
| --- | --- | --- |
| FINAL COR PRICE AGREED TO: | $      | (per negotiation summary above) |
| ADJUSTMENT IN TIME (OR “N/A”): |       |  |
| DATE NEGOTIATIONS WERE CONCLUDED: |       |  |

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| **Other Relevant Information:** Example - work being done on T&M w/ NTE (insert amount).      |
| **Period of Performance:**       |

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|       |  |  |  |       |
| CPT Project ManagerPrint Name |  | CPT Project ManagerSignature |  | Date |
|       |  |  |  |       |
| College Project DirectorPrint Name |  | College Project DirectorSignature |  | Date |