

**CONTRACT CHANGE ORDER  
PROPOSAL (COP)**

AGENCY _____	CONTRACT NO. _____
PROJECT TITLE _____	COP No. _____

PROPOSAL REQUEST

TO: \_\_\_\_\_ (CONTRACTOR)                      PROPOSAL REQUEST DATE: \_\_\_\_\_

You are directed to prepare a cost proposal for the work described below and/or detailed on the attachments referred to:

**REASON FOR CHANGE:**     DESIGN ERRORS                       DESIGN OMISSIONS                       AGENCY                       LATENT CONDITIONS  
     CODE REQUIREMENTS                       VALUE ENGINEERING                       ALTERNATIVE PUBLIC WORKS CONSTRUCTION PHASE (W)

EXPLANATION: \_\_\_\_\_

DATE PROPOSAL REQUIRED: \_\_\_\_\_ CHANGE ORIGINATED BY: \_\_\_\_\_  
 (14 days from Request Date, unless other date agreed to)                      PROPOSAL REQUESTED BY: \_\_\_\_\_

CONTRACTOR PROPOSAL

TO: \_\_\_\_\_ (A/E)                      TO: \_\_\_\_\_ PM (E&AS)

**WE AGREE TO PERFORM ALL CHANGE IN THE WORK DESCRIBED IN THE PROPOSAL REQUEST FOR:**

**CONTRACT SUM:**

NO CHANGE                      } OF \_\_\_\_\_ \$ \_\_\_\_\_  
 INCREASE                      }  
 DECREASE                      } (WASHINGTON STATE SALES TAX NOT INCLUDED)

**In accordance with the General Conditions, Cost Estimate Detail Sheet(s) are attached hereto.**

**CONTRACT TIME:**

NO CHANGE                      } OF \_\_\_\_\_ CALENDAR DAYS  
 INCREASE                      }  
 DECREASE                      }

The foregoing amount covers everything required in connection with the change. All other provisions of the contract remain in full force and effect.

We understand that this proposal does not constitute authorization to proceed with the specified changes in the work until incorporation of this COP into a Change Order by the Department of Enterprise Services.

\_\_\_\_\_ BY \_\_\_\_\_  
 CONTRACTOR                      SIGNATURE                      DATE

RECOMMENDATION

TO: The Department of Enterprise Services' Authorizing Signator

**We have carefully examined this proposal and find the cost to be reasonable. Therefore, we recommend acceptance.**

_____	_____	_____	_____
A/E	DATE	E&AS COST VERIFICATION	DATE
_____	_____	_____	_____
AGENCY	DATE	E&AS PROJECT MANAGER	DATE