



# AIA Document G701



\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
 Chairman Robert Catcher  
 Member Jeff Andrews  
 Member Robert Catcher  
 Attest Polly Moore County Clerk

## Change Order

**PROJECT:** (name and address)  
 Musk. Co. Health Dept.  
 530 S. 34th Street  
 Muskogee, OK 74401

**CONTRACT INFORMATION:**  
 Contract For: General Construction  
 Date: Jan 19, 2021

**CHANGE ORDER INFORMATION:**  
 Change Order Number: 2  
 Date: May 9, 2021

**OWNER:** (name and address)  
 Musk. Co. Health Dept.  
 530 S. 34th Street  
 Muskogee, OK 74401

**ARCHITECT:** (name and address)  
 Jeff Andrews, AIA  
 600 Emporia, Ste A  
 Muskogee, OK 74401

**CONTRACTOR:** (name and address)  
 Magnum Const.  
 P. O. Box 707  
 Broken Arrow, OK 74013

The Contract is changed as follows:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Remove existing window and replace with new larger window as detailed in Supplement drawing SUP-1 attached. Provide all wall demolition and repair to the partition between room 111 and 112.

The original (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> ) was	\$ 322,000.00
The net change by previously authorized Change Orders	\$ 900.00
The (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> ) prior to this Change Order was	\$ 322,900.00
The (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> ) will be (increased) ( <del>XXXXXXXXXXXXXXXXXXXX</del> ) by this Change Order in the amount of	\$ 3,000.00
The new (Contract Sum) ( <del>XXXXXXXXXXXXXXXXXXXX</del> ), including this Change Order, will be	\$ 335,900.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by	( 0 ) days.
The new date of Substantial Completion will be	unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Jeff Andrews, AIA  
 ARCHITECT (Firm name)  
 600 Emporia, Ste A  
 Muskogee, OK 74401  
 SIGNATURE [Signature]

Magnum Const  
 CONTRACTOR (Firm name)  
 P. O. Box 707  
 Broken Arrow, OK 74013  
 SIGNATURE [Signature]

Musk. Co. Commissioners  
 OWNER (Firm name)  
 530 S. 34th Street  
 Muskogee, OK 74401  
 SIGNATURE \_\_\_\_\_

Jeff Andrews  
 PRINTED NAME AND TITLE  
 DATE MAY 11, 2021

Robert Catcher  
 PRINTED NAME AND TITLE  
 DATE 5/20/21

\_\_\_\_\_  
 PRINTED NAME AND TITLE  
 DATE \_\_\_\_\_

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**





**AIA**<sup>®</sup>

# Document G701<sup>™</sup> – 2017 Instructions

## Change Order

### GENERAL INFORMATION

**Purpose.** AIA Document G701<sup>™</sup>-2017 is for implementing changes in the Work agreed to by the Owner, Contractor, and Architect. Execution of a completed G701 indicates agreement upon all the terms of the change, including any changes in the Contract Sum (or Guaranteed Maximum Price) and Contract Time.

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### CHANGES FROM THE PRIOR EDITION (G701<sup>™</sup>-2001)

G701-2017 includes a revised information block to identify the Project, Contract, Owner, Architect, Contractor, and information relevant to the Change Order. G701-2017 was also updated to clarify the information the parties should include to describe the change in the Work.

### COMPLETING G701-2017

**Description of Change in the Contract.** Insert a detailed description of the change or reference specific exhibits describing, in detail, the change to be made in the Contract by this Change Order. Include any drawings, specifications, documents or other supporting data to clarify the scope of the change.

**Determination of Costs.** Insert in the blanks provided, or strike out the terms in parentheses that do not apply:

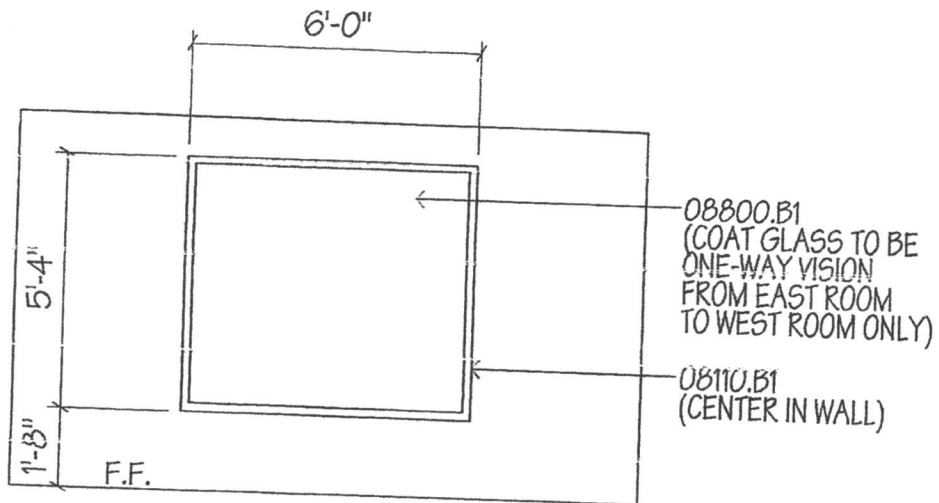
- 1) the original Contract Sum or Guaranteed Maximum Price;
- 2) the net change by previously authorized Change Order (note that this does not include changes authorized by Construction Change Directive unless such changes were subsequently agreed to by the Contractor and recorded as a Change Order);
- 3) the Contract Sum or Guaranteed Maximum Price prior to this Change Order;
- 4) the amount of increase or decrease, if any, in the Contract Sum or Guaranteed Maximum Price; and
- 5) the new Contract Sum or Guaranteed Maximum Price as adjusted by this Change Order.

**Change in Contract Time.** Insert in the blanks provided, and strike out the unused terms in parentheses:

- 1) the amount (in days) of the increase or decrease, if any in the Contract Time; and
- 2) the date of Substantial Completion, including any adjustment effected by this Change Order.

### EXECUTING THE DOCUMENT

The parties should execute AIA Document G701 when the Owner and Contractor, in concurrence with the Architect, have reached agreement on the change to be made in the Contract, including any adjustments in the Contract Sum (or Guaranteed Maximum Price) and Contract Time.



INTERIOR ELEVATION		
1/4" = 1'-0"		
Interior Renovation to: Muskogee County Health Dept. S. 34th Street Muskogee, OK 74401	04/30/21	
Jeff Andrews, AIA 600 Emporia Street, Ste A Muskogee, OK. 74001 - (918) 687-1756	20012	
	SUP-1	

May 20, 2021

Muskogee County Commissioners  
400 West Broadway  
Muskogee, OK 74401

Martha Laughlin | Business Manager  
Adair | Cherokee | Haskell | McIntosh | Muskogee | Okfuskee | Okmulgee | Sequoyah |  
District 7 | Oklahoma State Department of Health

Robert Catcher  
Magnum Construction  
P. O. Box 707  
Broken Arrow, OK 74017-0707

To all interested parties,

Pleased be informed that Change Order #2 has the incorrect revised contract amount. The Change order states the new contract sum will be increased by this Change Order in the amount of \$335,900.00. This amount is incorrect.

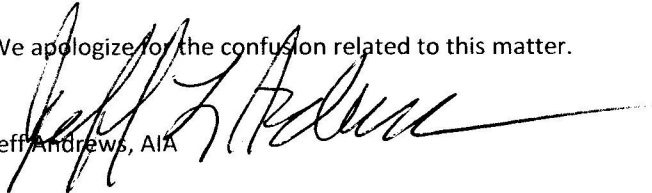
Officially, the correct contract sum of the contract is to be 325,900.00 upon final approval of Change Order #2.

Future documents from this date forward, i.e. payment applications, change orders and all projects close-out documents are to be based on the revised amount noted within this letter.

We ask that this letter be attached to the Change Order document in your file.

We apologize for the confusion related to this matter.

Jeff Andrews, AIA

A handwritten signature in black ink, appearing to read "Jeff Andrews", with a long horizontal flourish extending to the right.