

3. Time records and wage rates paid.
4. Invoices and receipts for products, equipment, and subcontracts, similarly documented.

4.1.3 Change Procedures

- A. The Engineer will advise of minor changes in the Work not involving an adjustment to Contract Sum/Price or Contract Time by issuing supplemental instructions.
- B. The Engineer may issue a Notice of Change which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications, a change in Contract Time for executing the change and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit an estimate within two days.
- C. The Contractor may propose a change by submitting a request for change to the Engineer, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum/Price and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. The Contractor shall document any requested substitutions in accordance with Section 01600.

4.1.4 Construction Change Directive

- A. The Engineer may issue a document instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order. No work shall commence on the Change until written instruction to commence is received from the Engineer.
- B. The document will describe changes in the Work, and will designate method of determining any change in Contract Sum/Price or Contract Time.
- C. The Contractor shall promptly execute the change in Work.

4.1.5 Stipulated Sum Change Order

- A. Stipulated sum Change Orders will be based on Notice of Change and Contractor's maximum price quotation or Contractor's request for a Change Order as approved.