



**JUSTIFICATION FOR CHANGE**

PROJECT: Charles Young Center Repair Project

CONTRACT NO. LF00095954

CHANGE ORDER: #2

1. Necessity for change: adding Special Terms & Conditions to the contract will allow EECBG grant funding to be used for the HVAC retrofit project. Approximately \$10,000 in grant funds are available and must be spent on qualifying energy efficiency improvements by Oct 18.
2. Is proposed change an alternate bid?  Yes  No
3. Will proposed change alter the physical size of the project?  Yes  No  
If "Yes", explain.
4. Effect of this change on other prime contractors: N/A
5. Has consent of surety been obtained?  Yes  Not Necessary
6. Will this change affect expiration or extent of insurance coverage?  Yes  No  
If "Yes", will the policies be extended?  Yes  No
7. Effect on operation and maintenance costs: N/A
8. Effect on contract completion date: None. The project is complete.

\_\_\_\_\_

Mayor \_\_\_\_\_  
Date

Recommended by \_\_\_\_\_ (Project Manager)

Approved by \_\_\_\_\_ (Grant Manager)