

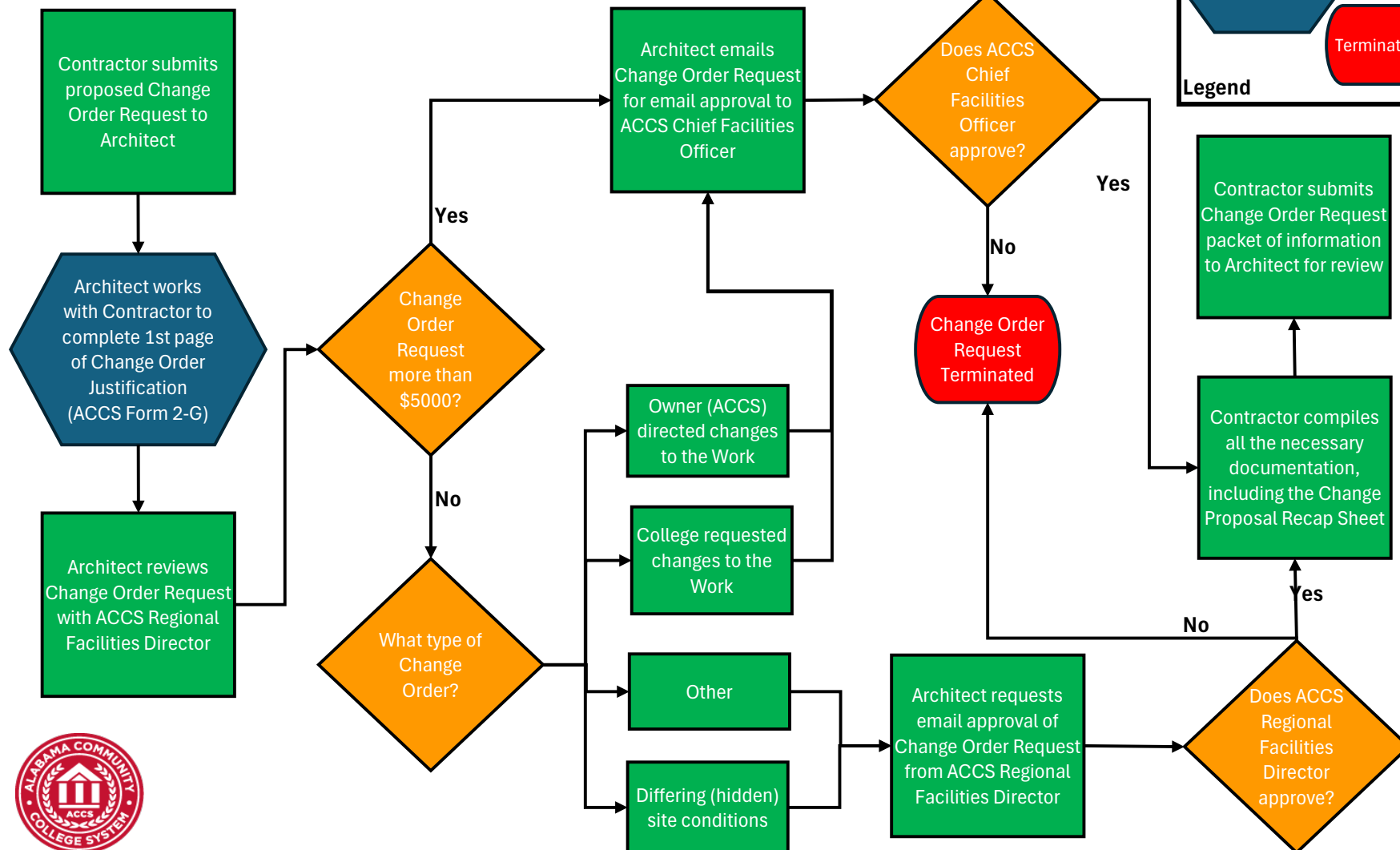
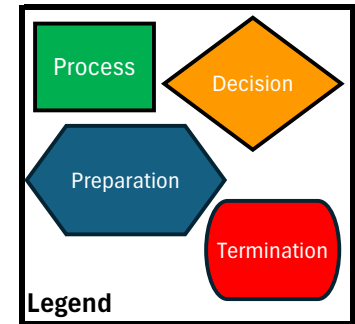
CHANGE ORDER PROCESS

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CHANGE ORDER REQUEST FLOWCHART

* Process for approving of all allowances/contingency/funding sources *



ANY CHANGE ORDERS NOT APPROVED BY ACCS PRIOR TO THE WORK, WILL BE AT THE EXPENSE OF THE ARCHITECT AND/OR THE CONTRACTOR

CHANGE PROPOSAL RECAP SHEET

Project Name : _____
 ACCS Project Number : _____
 Contractor Name : _____
 Reference Change Proposal Request Number : _____
 Brief Description of Proposed Change : _____

Date : _____
 Initiated By : _____
 (Check One) Owner/Architect ☐
 Contractor ☐
 Subcontractor ☐

GENERAL CONTRACTOR Direct Cost Summary (Attach Supplemental Sheets as necessary)

Item / Description *	Quantity	Unit	Amount				Unit \$	Equipment
			Unit \$	Material	Unit \$	Labor		
Sub Totals :			\$	-	\$	-	\$	-
Material :	\$	-						
Labor :	\$	-						
Equipment :	\$	-						
General Contractor Subtotal :	\$	-						

SUBCONTRACTOR Direct Cost Summary (Attach Supplemental Sheets as necessary)

Item / Description *	Quantity	Unit	Amount				Unit \$	Equipment	Unit \$	Sub-sub
			Unit \$	Material	Unit \$	Labor				
Sub Totals :			\$	-	\$	-	\$	-	\$	-
Material :	\$	-								
Labor :	\$	-								
Equipment :	\$	-								
Sub-sub :	\$	-								
Subcontractor Subtotal :	\$	-								

UNIT PRICE Cost Summary (Attach Supplemental Sheets as necessary)

Item / Description *	Quantity	Unit	Amount	
			Unit \$	Total Unit Price
Sub Totals :			\$	-
Unit Price Subtotal :	\$	-		

Mark-up Calculations (Automated)

General Contractor Subtotal :		\$	-	Subcontractors Subtotal :		\$	-	Unit Price Subtotal :		\$	-
** General OH&P on Own Work :		\$	-	15%	(Sub OH&P) on Sub Work :		\$	-	10%	** Total OH&P % must not be greater than 25% and Prime OH&P cannot be greater than 15%	
General Contractor Total :		\$	-	(Prime OH&P) on Sub Work :		\$	-	15%			
				**Total OH&P on Sub Work :		\$	-	25%			
				Subcontractor Total :		\$	-				
TOTAL Direct Cost :		\$	-								

TOTAL COST CHANGE \$ - Add ☐
 Deduct ☐

*** TOTAL TIME CHANGE _____ Calendar Days (Critical paths impact only)

Article 19 of the General Conditions sets forth that General Contractor's OH&P is a maximum of 15%. Where Subcontractor work is involved, total OH&P shall not exceed 25%.

* Materials permanently installed in the building shall be sales tax free.

** "Overhead" shall cover the Contractor's indirect costs of the change, such as the cost of bonds, superintendent and other job office personnel, watchman, job office, job office supplies and expenses, temporary facilities and utilities, and home office expenses.

*** Any requests for additional time are only considered if the critical path of the project is extended. Attach additional pages with explanation of how the change affects the critical path of the project.

Change Proposal Recap Sheet

Guide

- When the initial approval is given to move forward with the proposed change order, the Contractor shall begin compiling all the applicable quotes/proposals on labor and materials and equipment that pertains to the specific change proposal.
- All the quotes/proposals should be provided on the company's letterhead and dated.
- All the quotes/proposals should line item the direct costs for labor and material as well as show the percentage of overhead and profit.
- Once all the supporting documentation of quotes/proposals are collected, the General (Prime) Contractor needs to complete the Change Proposal Recap Sheet.
- Instructions on how to complete the Change Proposal Recap Sheet are at the end of this Guide.
- The Change Proposal Recap Sheet is an excel spreadsheet, so more lines can be added to the respective sections. The spreadsheet has automatic calculations throughout, so verify that the formulas have not been altered when adding lines.
- Only one Change Proposal Recap Sheet should be completed for the entire packet.

Subcontractors do not need to complete their own Recap Sheet.
- Architect and Contractors own cost breakdown forms do not need to be included in this packet of information.

GENERAL CONTRACTOR Direct Cost Summary (Attach Supplemental Sheets as necessary)								
Item / Description *	Quantity	Unit	Amount					
			Unit \$	Material	Unit \$	Labor	Unit \$	Equipment
Sub Totals :			\$ -		\$ -		\$ -	

Material : \$ -
 Labor : \$ -
 Equipment : \$ -
General Contractor Subtotal : \$ -

SUBCONTRACTOR Direct Cost Summary (Attach Supplemental Sheets as necessary)									
Item / Description *	Quantity	Unit	Amount						
			Unit \$	Material	Unit \$	Labor	Unit \$	Equipment	Unit \$
Sub Totals :			\$ -		\$ -		\$ -		\$ -

Material : \$ -
 Labor : \$ -
 Equipment : \$ -
 Sub-sub : \$ -
Subcontractor Subtotal : \$ -

UNIT PRICE Cost Summary (Attach Supplemental Sheets as necessary)			
Item / Description *	Quantity	Unit	Amount
			Total Unit Price
Sub Totals :			\$ -

Unit Price Subtotal : \$ -

Mark-up Calculations (Automated)					
General Contractor Subtotal :	\$ -	Subcontractors Subtotal :	\$ -	Unit Price Subtotal :	\$ -
** General OH&P on Own Work :	\$ -	15%	(Sub OH&P) on Sub Work :	\$ -	10%
General Contractor Total :	\$ -		(Prime OH&P) on Sub Work :	\$ -	15%
			**Total OH&P on Sub Work :	\$ -	25%
			Subcontractor Total :	\$ -	

TOTAL Direct Cost : \$ -

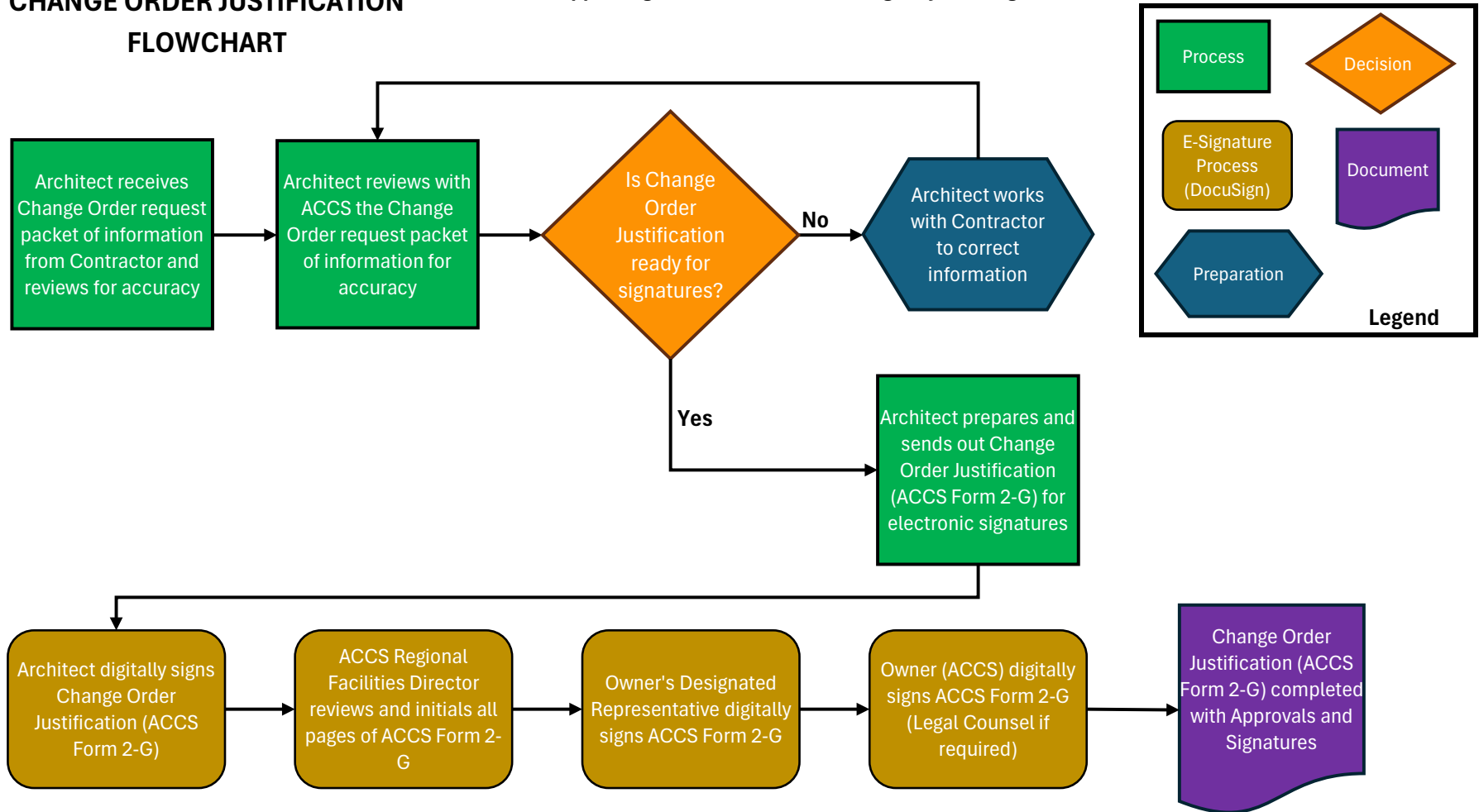
TOTAL COST CHANGE \$ - Add ☐ Deduct ☐

*** TOTAL TIME CHANGE _____ Calendar Days (Critical paths impact only)

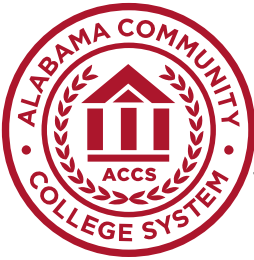
1. Enter General Contractor (Tier 1) direct costs as found on attached quote/proposal.
2. Enter Subcontractor(s) (Tier 2) direct costs as found on attached quote(s)/proposal(s).
3. Enter Tier 3 contractors direct costs, as a lump sum, as found on attached quote(s)/proposal(s).
4. Enter Unit Price information that matches attached unit price cost summary.
5. Adjust General Contractor OH&P % on General Contractor work, not to exceed 15%.
6. Adjust Subcontractor OH&P % on Subcontractor work; Adjust General Contractor OH&P % on Subcontractor work, not to exceed 15%; Total OH&P will automatically calculate, but should not be more than 25% total.
7. Check either "Add" or "Deduct" for this cost change.
8. If Calendar Days need to be added to the Change Proposal, supporting documentation of how the Critical Path will be impacted must be attached.

CHANGE ORDER JUSTIFICATION FLOWCHART

* Process for approving of all allowances/contingency/funding sources *



ANY CHANGE ORDERS NOT APPROVED BY ACCS PRIOR TO THE WORK, WILL BE AT THE EXPENSE OF THE ARCHITECT AND/OR THE CONTRACTOR



FACILITIES DIVISION

ACCS FORM 2-G

***NOTE: Any Change Order without documented ACCS Facilities Division approval is the expense of the Architect and/or the Contractor.**

CHANGE ORDER JUSTIFICATION

**Purpose and instructions on next page. Do not staple this form and/or attachments; use clips*

CHANGE ORDER JUSTIFICATION #		ACCS PROJECT #	DATE:
A PROJECT NAME & LOCATION:		OWNER ENTITY NAME & ADDRESS:	
CONTRACTOR COMPANY NAME & ADDRESS:		ARCHITECTURAL/ENGINEERING FIRM NAME & ADDRESS:	
B DESCRIPTION OF PROPOSED CHANGE(S): <i>Attach contractor's detailed cost proposal(s)</i>			
C THIS CHANGE ORDER WILL: <input type="radio"/> INCREASE <input type="radio"/> DECREASE		THE CONTRACT SUM BY:	
THIS CHANGE ORDER WILL: <input type="radio"/> INCREASE <input type="radio"/> DECREASE		THE CONTRACT DURATION BY (DAYS):	
D THE CHANGE ORDER IS: <input type="radio"/> Owner (ACCS) directed changes in the Work <input type="radio"/> College requested changes in Work <input type="radio"/> Differing (hidden) site conditions <input type="radio"/> Other (please explain in Section D)		JUSTIFICATION FOR NEED OF CHANGE(S): <i>Attach documented written approval from ACCS to proceed with change order.</i>	
E JUSTIFICATION OF CHANGE ORDER vs. COMPETITIVE BID:			
F ARCHITECT/ENGINEER'S EVALUATION OF PROPOSED COST:			

G
CHANGER ORDER RECOMMENDED
CHANGE ORDER JUSTIFIED AND APPROVED

 ARCHITECTURAL/ENGINEERING FIRM NAME

BY: _____

ARCHITECT/ENGINEER'S SIGNATURE

BY: _____

OWNER'S DESIGNATED REPRESENTATIVE SIGNATURE

BY: _____

ACCS CHIEF FACILITIES OFFICER

BY: _____

 OWNER'S LEGAL COUNSEL'S SIGNATURE
 (FOR CHANGE ORDERS 10% OR GREATER)

CHANGE ORDER JUSTIFICATION: PURPOSE and INSTRUCTIONS





The **CHANGE ORDER JUSTIFICATION** is to be prepared by the design professional, who has evaluated the fairness and reasonableness of the proposed cost of the change(s) and recommends that the proposed Change Order be executed. The fully executed Form **CHANGE ORDER JUSTIFICATION** must accompany the proposed Change Order. Instructions for completing the Change Order Justification form are:

- 1.** Insert the proposed Change Order Number, date of the Justification, and ACCS Project Number in the spaces provided in the upper right-hand corner.
- 2. Section (A):** Insert the complete name and address of the PROJECT, OWNER(S), CONTRACTOR, AND ARCHITECT/ENGINEER.
- 3. Section (B):** Provide a complete description of the proposed changes in work, referring to and attaching revised specifications and/or drawings as appropriate. An attachment may be used if additional space is needed. **Attached a copy of the contractor's detailed cost proposal.**
- 4. Section (C):** Insert the Contract Sum increase or decrease and the Contract Duration increase or decrease of Days of this Change Order request.
- 5. Section (D):** Explain why it is necessary, or in the public's interest, to make the proposed change(s) to the Work. Select the type of Change Order. Attach documented written approval.
- 6. Section (E):** Explain why award of the changed work to the existing contractor instead of awarding the work under the competitive bid process is justified.
- 7. Section (F):** The design professional must state his or her evaluation of the reasonableness and fairness of the proposed costs based upon his or her review of the contractor's proposal.
- 8. Section (G):** The design professional must recommend the Change Order to the Owner by signing the document; the Owner may require such recommendation from other individuals.

Change Order Justification

Guide

- Architect should complete the majority of the information on the 1st page of the Change Order Justification form from the information provided for the Change Order request.
- Architect to communicate with Contractor to move forward with gathering supporting documentation for change order request after the Architect has received approval from ACCS.
- Architect to review the provided Change Order request packet of information from the Contractor for accuracy and fair pricing.
- Architect to submit the Change Order request packet of information to ACCS when Architect believes it is correct.
- If ACCS finds any inaccuracies or disputes any of the provided information, Architect should work with the Contractor to remedy the problems.
- Architect to complete the remaining information on the Change Order Justification form. More instructions are at the end of this guide.
- Architect will initiate the digital signature process and workflow for the necessary approvals.
- Architect to verify that ACCS, Contractor and College also receive a completed copy of the Change Order Justification.

<p>CHANGER ORDER RECOMMENDED</p> <p>17</p> <p>ARCHITECTURAL/ENGINEERING FIRM NAME</p> <p>BY: </p> <p>ARCHITECT/ENGINEER'S SIGNATURE</p> <p>BY: </p> <p>OWNER'S DESIGNATED REPRESENTATIVE SIGNATURE</p> <p>19</p>	<p>CHANGE ORDER JUSTIFIED AND</p> <p>20</p> <p>BY: </p> <p>ACCS CHIEF FACILITIES OFFICER</p> <p>BY: </p> <p>OWNER'S LEGAL COUNSEL'S SIGNATURE (FOR CHANGE ORDERS 10% OR GREATER)</p>
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CHANGE ORDER JUSTIFICATION: PURPOSE and INSTRUCTIONS

The **CHANGE ORDER JUSTIFICATION** is to be prepared by the design professional, who has evaluated the fairness and reasonableness of the proposed cost of the change(s) and recommends that the proposed Change Order be executed. The fully executed Form **CHANGE ORDER JUSTIFICATION** must accompany the proposed Change Order. Instructions for completing the Change Order Justification form are:

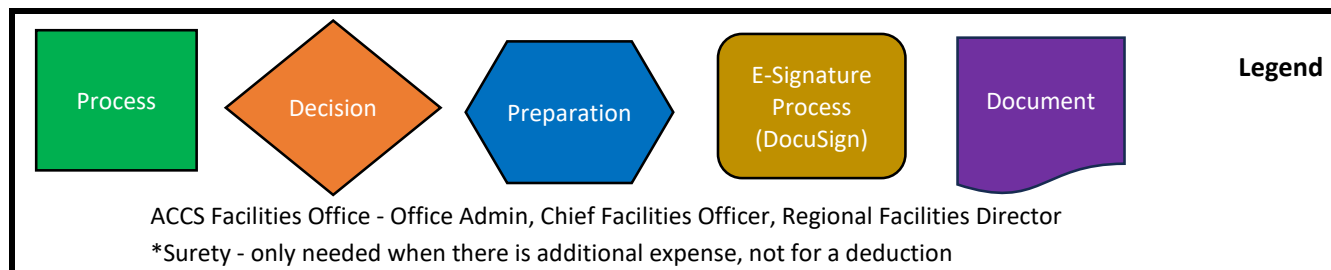
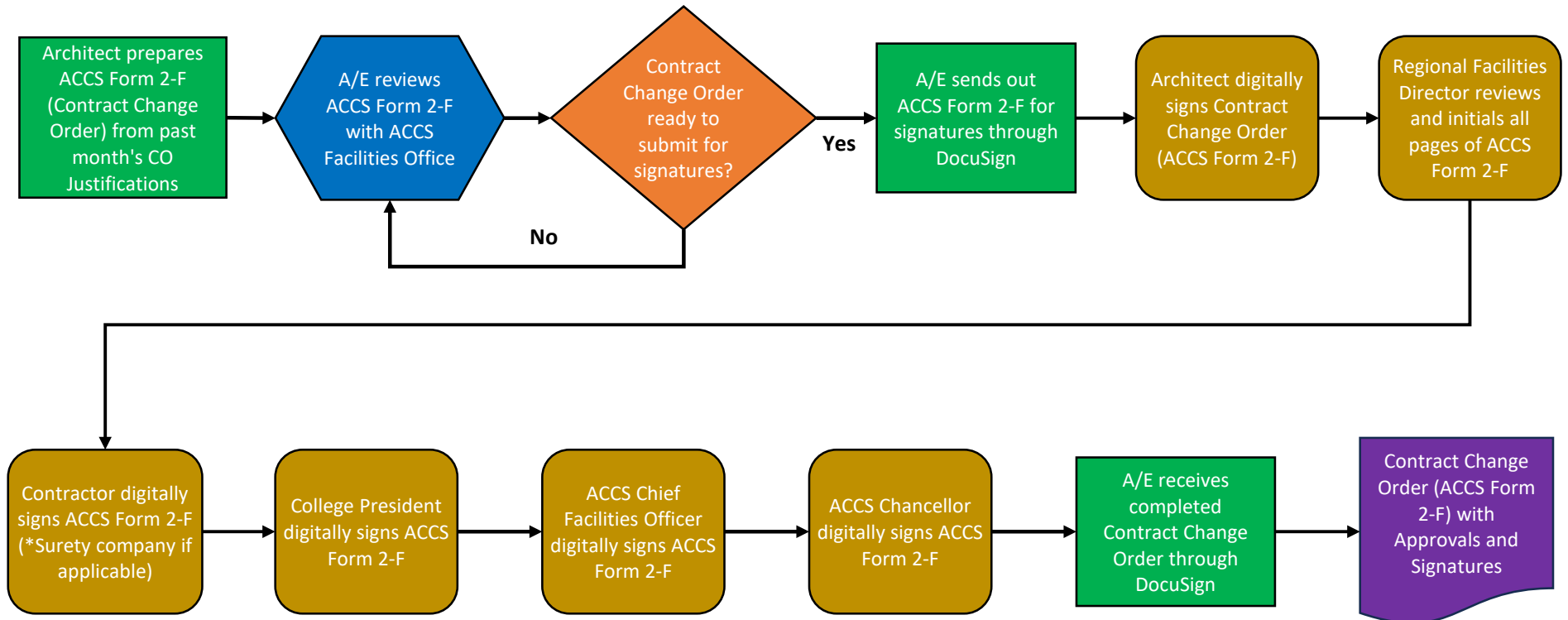
1. Insert the proposed Change Order Number, date of the Justification, and ACCS Project Number in the spaces provided in the upper right-hand corner.
2. **Section (A):** Insert the complete name and address of the PROJECT, OWNER(S), CONTRACTOR, AND ARCHITECT/ENGINEER.
3. **Section (B):** Provide a complete description of the proposed changes in work, referring to and attaching revised specifications and/or drawings as appropriate. An attachment may be used if additional space is needed. **Attached a copy of the contractor's detailed cost proposal.**
4. **Section (C):** Insert the Contract Sum increase or decrease and the Contract Duration increase or decrease of Days of this Change Order request.
5. **Section (D):** Explain why it is necessary, or in the public's interest, to make the proposed change(s) to the Work. Select the type of Change Order. Attach documented written approval.
6. **Section (E):** Explain why award of the changed work to the existing contractor instead of awarding the work under the competitive bid process is justified.
7. **Section (F):** The design professional must state his or her evaluation of the reasonableness and fairness of the proposed costs based upon his or her review of the contractor's proposal.
8. **Section (G):** The design professional must recommend the Change Order to the Owner by signing the document; the Owner may require such recommendation from other individuals.

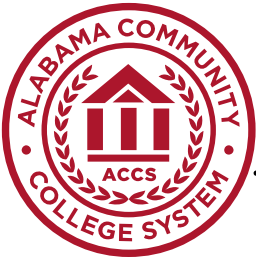
1. Enter the sequential Change Order Justification #
2. Enter the ACCS Project #
3. Enter the date
4. Enter the Project name and location
5. Enter the Owner name and address
6. Enter the Contractor name and address
7. Enter the Architect name and address
8. Enter the description of the proposed changes (attachment of detailed cost proposal will need to be attached)
9. Select Increase or Decrease (or neither if change does not affect cost)
10. Enter the amount of the change proposal (if any)
11. Select Increase or Decrease (or neither if change order does not schedule)
12. Enter the number of days for this change proposal (if any)
13. Select one of the four options for the reason for the change
14. Enter the justification for the need of the change(s) (attachment of ACCS written approval will need to be attached)
15. Enter the justification of awarding work to existing contractor versus bidding the work
16. Enter the reasonable and fairness of the proposed costs
17. Architect to sign Change Order Justification and initiate the digital signature process and workflow
18. Regional Facilities Director to initial both pages after Architect signs
19. Owner's Designated Representative to sign Change Order Justification after the Regional facilities Director initials
20. ACCS Chief Facilities Officer to sign Change Order Justification after the Owner's Designated Representative signs (Owner's Legal Counsel to sign if change order is greater than 10% of contract sum)

Change Order Review - Cheat Sheet

1. Lump Sum – 95% of all change orders
2. Unit Price – 4% of all change orders – Unit prices provided with bid proposal
3. Force Account – 1% of all change orders – Requires Chief Facilities Officer approval
4. Labor Burden
 - a. Reasonable for the trade
 - b. Breakdown of labor burden provided if burden seems higher than normal
 - i. Typically around 35%
 - ii. Steel and Roofing around 50%
5. Equipment rates (owned or rented) have supporting quotes that are acceptable
6. Quotes to support material and subcontractor work are on letterhead and dated
7. All material quantities have been reviewed by PM and seem reasonable
8. First tier subcontractor's quotes are detailed and on letterhead and dated
9. Taxes are shown as 0%
10. Supervision not allowed separate – should be part of overhead (Working foreman is allowed – challenge it, but agree if valid)
11. Bonds are not listed separate (are part of overhead as per contract)
12. Insurance not listed as separate (unless stipulated in contract agreement)
13. Small tools not listed as separate (part of overhead of contract)
14. All Add Ons (overhead, profit, etc.) are broken out separately
15. Overhead and Profit
 - a. 15% maximum for General Contractor on self-performed work
 - b. 15% maximum for General Contractor on Subcontractor work
 - c. 25% cumulative (Sub OH&P plus GC OH&P) maximum for Subcontractor work
16. Verified there are no double charges
17. Per diems cannot exceed those allowed by purchasing – verified they are acceptable?
18. If change is a net ADD – only allowed to mark up the net ADD
19. If change is a net DEDUCT – reasonable amount of OH&P credited to the owner
20. Schedule
 - a. Agree with time extension request
 - b. Adequate back up to support such request is provided
 - c. Adequate written description of impact to critical path
 - d. Adequate graphical description of impact to critical path
 - e. This delay/extension is not concurrent with another delay

CONTRACT CHANGE ORDER FLOWCHART





FACILITIES DIVISION

ACCS FORM 2-F

***NOTE: Any Change Orders without documented ACCS Facilities Division approval will be at the expense of the Architect and/or the Contractor.**

CONTRACT CHANGE ORDER

ACCS PROJECT#:		
CHANGE ORDER#:		
DATE:		
PROJECT:		
TO: <Contractor Company Name>		
Address:		
<p>TERMS: You are hereby authorized, subject to the provisions of your Contract for this project, to make the following changes thereto in accordance with your proposal(s) dated:</p> <p>FURNISH the necessary labor, materials, and equipment to: (Description of work to be done or changes to be made. If the description is continued in an attachment, identify the attachment below.)</p>		

Review/Initial of Regional Facilities Director _____

VER: 10252024

ORIGINAL CONTRACT SUM		ORIGINAL SUBSTANTIAL COMPLETION DATE	
NET TOTAL OF PREVIOUS CHANGE ORDERS		ORIGINAL CONTRACT DURATION (DAYS)	
PREVIOUS REVISED CONTRACT SUM	\$ 0.00	NET TOTAL OF DAYS FROM PREVIOUS CHANGE ORDERS	
THIS CHANGE ORDER WILL: <input type="radio"/> INCREASE <input type="radio"/> DECREASE		THIS CHANGE ORDER WILL: <input type="radio"/> INCREASE <input type="radio"/> DECREASE	
THE CONTRACT SUM BY		THE CONTRACT DURATION BY (DAYS)	
REVISED CONTRACT SUM, INCLUDING THIS CHANGE ORDER		REVISED CONTRACT DURATION, INCLUDING THIS CHANGE ORDER	
The amount of this Change Order will be the responsibility of: <Select Client>		REVISED SUBSTANTIAL COMPLETION DATE, INCLUDING THIS CHANGE ORDER	

The **OWNER** does hereby certify that this **CHANGE ORDER** was executed per the provisions of Title 39, Code of Alabama, 1975, as amended.

RECOMMENDED BY	CONTRACTING PARTIES
<div>_____</div> <div>ARCHITECTURAL/ENGINEERING FIRM</div> <div>BY: _____</div> <div>NAME: _____</div> <div>TITLE: _____</div>	<div>_____</div> <div>CONTRACTOR COMPANY</div> <div>BY: _____</div> <div>NAME: _____</div> <div>TITLE: _____</div>
<div>APPROVALS</div> <div>_____</div> <div>COMMUNITY COLLEGE PRESIDENT</div> <div>BY: _____</div> <div>SIGNATURE OF OFFICER</div> <div>NAME: _____</div> <div>TITLE: _____</div> <div>ALABAMA COMMUNITY COLLEGE SYSTEM (ACCS)</div> <div>BY: _____ DATE: _____</div> <div>CHIEF FACILITIES OFFICER</div>	<div>ALABAMA COMMUNITY COLLEGE SYSTEM (AS OWNER)</div> <div>BY: _____</div> <div>CHANCELLOR</div>
	<div>CONSENT OF SURETY</div> <div>_____</div> <div>SURETY COMPANY</div> <div>BY: _____</div> <div>(ATTACH CURRENT POWER OF ATTORNEY)</div>

Contract Change Order

Guide

- Once a month, or however often it has been agreed upon by all parties, the approval and submission of a Contract Change Order can take place.
- All the previously approved Change Order Justifications since the last Contract Change Order should be part of this current Contract Change Order.
- Listing the previously approved Change Order Justification numbers in the “Furnish” section is a good practice.
- A copy of each Change Order Justification listed in this “Furnish” section should be attached to this Contract Change Order.



FACILITIES DIVISION

ACCS FORM 2-F

***NOTE:** Any Change Orders without documented ACCS Facilities Division approval will be at the expense of the Architect and/or the Contractor.

CONTRACT CHANGE ORDER

ACCS PROJECT#:	1
CHANGE ORDER#:	2
DATE:	3
PROJECT:	4
TO: <Contractor Company Name>	5
Address:	
TERMS: You are hereby authorized, subject to the provisions of your Contract for this project, to make the following 6 changes thereto in accordance with your proposal(s) dated: <input type="text"/>	
FURNISH the necessary labor, materials, and equipment to: (Description of work to be done or changes to be made. If the description is continued in an attachment, identify the attachment below.)	
7	

Review/Initial of Regional Facilities Director

8

VER: 10252024

ACCS FORM 2-5

ORIGINAL CONTRACT SUM	9	ORIGINAL SUBSTANTIAL COMPLETION DATE	14
NET TOTAL OF PREVIOUS CHANGE ORDERS	10	ORIGINAL CONTRACT DURATION (DAYS)	15
PREVIOUS REVISED CONTRACT SUM	\$ 0.00	NET TOTAL OF DAYS FROM PREVIOUS CHANGE ORDERS	16
THIS CHANGE ORDER WILL: <input type="radio"/> INCREASE <input type="radio"/> DECREASE	11	THIS CHANGE ORDER WILL: <input type="radio"/> INCREASE <input type="radio"/> DECREASE	17
THE CONTRACT SUM BY	12	THE CONTRACT DURATION BY (DAYS)	18
REVISED CONTRACT SUM, INCLUDING THIS CHANGE ORDER		REVISED CONTRACT DURATION, INCLUDING THIS CHANGE ORDER	
The amount of this Change Order will be the responsibility of: <Select Client>		REVISED SUBSTANTIAL COMPLETION DATE, INCLUDING THIS CHANGE ORDER	19

The **OWNER** does hereby certify that this **CHANGE ORDER** was executed per the provisions of Title 39, Code of Alabama, 1975, as amended.

RECOMMENDED BY ARCHITECTURAL/ENGINEERING FIRM BY: <input type="text"/> NAME: <input type="text"/> TITLE: <input type="text"/>	CONTRACTING PARTIES CONTRACTOR COMPANY BY: <input type="text"/> NAME: <input type="text"/> TITLE: <input type="text"/>
APPROVALS COMMUNITY COLLEGE PRESIDENT BY: <input type="text"/> SIGNATURE OF OFFICER NAME: <input type="text"/> TITLE: <input type="text"/>	ALABAMA COMMUNITY COLLEGE SYSTEM (AS OWNER) BY: <input type="text"/> CHANCELLOR
ALABAMA COMMUNITY COLLEGE SYSTEM (ACCS) BY: <input type="text"/> DATE: <input type="text"/> CHIEF FACILITIES OFFICER	CONSENT OF SURETY SURETY COMPANY BY: <input type="text"/> (ATTACH CURRENT POWER OF ATTORNEY)

Review/Initial of Regional Facilities Director

21

VER: 10252024

1. Enter the ACCS Project #
2. Enter the sequential change order #
3. Enter the date
4. Enter the Project name or description
5. Enter the Contractor information
6. Enter the date of the Contractor's proposal
7. Enter the description of the work or changes to be made. Can list the Change Order Justification #(s), which would be attached to this Contract Change Order
8. Where Regional Facilities Director will initial during the signature process
9. Enter the original contract sum
10. Enter the net total of previous change orders (Revised contract sum will automatically calculate)
11. Select Increase or Decrease (or neither if change order does not affect cost)
12. Enter the amount for this change order (if any, Revised contract Sum will automatically calculate)
13. Select the College or ACCS
14. Enter the original substantial completion date
15. Enter the original number of contract days
16. Enter the net total of days from the previous change orders
17. Select Increase or Decrease (or neither if change order does not affect schedule)
18. Enter the number of days for this change order (if any, Revised Contract Duration will be automatically calculated)
19. Enter the new revised substantial completion date
20. Architect to sign Contract Change Order first and initiate the digital signature process and workflow
21. Regional Facilities Director to initial both pages following Architect signature
22. Contractor to sign Contract Change Order following Regional Facilities Director
23. Contractor Surety to sign Contract Change Order (if necessary)
24. College President to sign Contract Change Order following the Contractor
25. ACCS Chief Facilities Officer to sign Contract Change Order after the College President
26. ACCS Chancellor to sign Contract Change Order after Chief Facilities Officer