



FACILITIES MANAGEMENT

ACCS FORM 2-E

ACKNOWLEDGEMENT OF UNDERSTANDING FOR USE OF ALLOWANCES AND CHANGE ORDERS

ACCS PROJECT #:	
PROJECT NAME:	
DESIGN PROFESSIONAL:	
CONTRACTOR:	
COLLEGE:	

DEFINITIONS:

ALLOWANCES: Specific line items in the contract with a predetermined amount of money that acts as "placeholders" for materials, labor, equipment or services not yet finalized or selected.

CHANGE ORDER: Formal, written agreement between the Alabama Community College System (ACCS) and the Contractor that modifies the original contract's scope of work, total amount, cost, or time.

- Any use of **Allowances** will be documented through a **Change Order**.
 - The use of **Allowances** will need the approval of the Design Professional and ACCS.
 - College approval for the use of **Allowances** requires ACCS and Design Professional authorization before any work is performed.
- Failure to follow the **Change Order** process, and to do the work without approval of the Design Professional and ACCS, will result in a forfeiture of payment for that work performed.
- Failure of the Design Professional to process **Change Order** requests, as stipulated in the General Conditions of the Contract, may forfeit the value of the cost of the work, in calculating the design fee, and may result in the Design Professional being liable to pay the Contractor for that work performed.

SIGNATURES:

DESIGN PROFESSIONAL: _____ DATE: _____

CONTRACTOR: _____ DATE: _____

ACCS REGIONAL FACILITIES DIRECTOR: _____ DATE: _____

COLLEGE DESIGNATED REPRESENTATIVE: _____ DATE: _____