

**CHANGE ORDER  
NO. #1**

PROJECT TITLE: **Consulting Support for Asset Register and Work Order Management System**

CONTRACTOR: **Excerpt Corporation**

WORK ORDER NUMBER: **#12**

PO NUMBER: **9184719**

DESCRIPTION: Additional scope has been requested for this work order.

1. Reason for Change: Incorrect Work Order #12 total cost.
2. Description of Change: Change Order #1 is to correct Task #3 hours by adding 6 additional hours for Jim Ketchledge. The new Task 3 Total Cost and corrected work order Total Cost are shown in Attachment A.
3. Change in Work Order Price: **\$1,440.00**
4. Completion Date (if changed): N/A

ORIGINAL WORK ORDER PRICE	\$ 35,338.00
TOTAL APPROVED CHANGE ORDER	\$ 0.00
TOTAL PENDING CHANGE ORDER	\$ 0.00
TOTAL THIS CHANGE ORDER	\$ 1,440.00
TOTAL % OF THIS CHANGE ORDER	%
TOTAL C.O.% OF ORIGINAL WORK ORDER	%
<b>ADJUSTED WORK ORDER COST</b>	<b>\$ 36,778.00</b>

CONTRACTOR: Excerpt Corporation

By: DocuSigned by:  
*James H. Ketchledge* Date: 9/11/2018

Name: James Ketchledge Title: President & CEO

ACCEPTANCE: DocuSigned by:  
*Rick Morford* Date: 9/12/2018  
Rick Morford, Project Manager

REVIEWED: DocuSigned by:  
*Pat Johnson* Date: 9/13/2018  
Pat Johnson, Buyer or Senior Buyer

ACCEPTANCE: DocuSigned by:  
*Coy Althoff* Date: 9/12/2018  
Coy Althoff, Utilities Asset Manager

ACCEPTANCE: \_\_\_\_\_ Date: \_\_\_\_\_  
Gerry Paul, Purchasing Director  
(if greater than \$60,000)

**Change Order Comments:**

- Formula used to calculate Task 3 Total Task Cost was incorrect, it did not include 6hrs for Jim Ketchledge.
- Table in Attachment A shows Task 3 additional hours for Jim Ketchledge, Total Task 3 Cost, and corrected Work Order #12 Total cost.

**Attachment A**

**Work Order #12 – Change Order #3, Excergy Task Labor Cost Breakdown by Task**

Work Order #12 Labor Hours and Cost Breakdown								
	Work Order Task: Water Distribution Data Assessment	Rick Crory \$155/hr	Andrew Tan \$155/hr	Mark Hatfield \$240/hr	Jim Ketchledge \$240/hr	Comments	Total Task Hrs	Total Task Cost
Task 1	Project Support	12	6	12	6		36	\$7,110.00
Task 2	Bi-Weekly Meetings	12	9	10	8	Including Agendas & Minutes as requested	39	\$7,575.00
Task 3	Technical Support	30	32		6		68	\$11,050.00
	Contingency Hours	5	5	5	5		20	\$3,950.00
	Excergy Staff Total Hours:	59	52	27	25	Total Task hours:	163	\$29,685.00
						Estimated Travel Expenses:		\$7,093.00
						<b>Work Order Totals:</b>		<b>\$36,778.00</b>

*Figure 1 Labor Costs breakdown*