

SECTION 00907

BULLETIN

(Instructions on reverse side)

No. _____

PROJECT: _____

DATE OF ISSUANCE: _____

OWNER:

(Name, Address)

CONTRACTOR: _____

OWNER's Project No. _____

ENGINEER: _____

CONTRACT FOR: _____

ENGINEER's Project No. _____

This is not a Change Order to the Contract. We are requesting a quotation for possible work to be performed.

Description:

Purpose of Bulletin:

Attachments: (list documents supporting possible change)

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIME:

Net Increase (decrease) of this Bulletin

Net Increase (decrease) of this Bulletin

\$ _____

Day _____

PROPOSED:

By _____
Contractor

BULLETIN

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed to provide a uniform format for requesting quotations for possible contract changes that affect Contract Price or Contract Time. Bulletins that have been reviewed and approved by the Owner must be incorporated into a subsequent Change Order if they affect Price or Time.

B. COMPLETING THE BULLETIN FORM

1. Engineer initiates the form, including a description of the possible changes involved and attachments based upon documents or requests from the Owner.
2. Once Engineer has completed the form, it should be sent to Contractor for a Proposal.
3. After Proposal by Contractor, bulletin should be sent to Engineer for recommendation to Owner.
4. If approved by Owner, Engineer should incorporate Bulletin into subsequent Change Order as an attachment.