

SAMPLE  
**RECORD OF CHANGE ORDER NEGOTIATIONS**

**City of Los Angeles**  
**Department of Public Works**  
**Bureau of Engineering**

Project Title & No.:		Date:	
Contract No.:		File:	
Work Order No.:			
Contractor:		Spec. Reference:	
Subject:		Plan Reference:	
CO Serial No.:		Submitted By:	

**Change Order Type:**  
**Final Cost Analysis Summary**

Contractor's Proposal:	
CM Group's Independent Estimate:	
Final Negotiated Cost:	
Difference:	

**Time Impact (circle one)**                      Yes / **No** (if yes, explain below)

**Time Impact Explanation:**

Summary of Negotiations:	
Date	Comments

**RECOMMENDATION:**

<u>Details:</u>	Before Negotiation				After Negotiation			
	Matl	Labor	Equip	Sub	Matl	Labor	Equip	Sub
<u>City Est:</u>								
<u>Cont Est:</u>								