

CHECK LIST FOR COMPLETION OF SUPPLEMENTAL AGREEMENT

Approval Authority:

	<u>YES</u>	<u>NO</u>
1. In Section 1, is the “Description, Location, and Justification for Change” fully described and in such detail so that if separated from other correspondence, the agreement will stand on its own merit?	_____	_____
• Is the need for the change fully detailed?	_____	_____
• Is the article of the Specifications that allows the change identified?	_____	_____
• Is the article of the Specifications that pertains to the affected work identified?	_____	_____
• If the Specifications are not applicable to the work to be performed, has a specification including description, materials, construction methods, method of measurement, and basis of payment been attached to and made a part of the agreement?	_____	_____
• Have any special conditions pertaining to the agreement been clearly identified?	_____	_____
2. Has the approval authority for this category of agreement been consulted on any negotiated prices?	_____	_____
3. Has the Work Order Breakdown for Supplemental Agreement (Form 881), been attached to the original copy of the agreement that is to be submitted to the State Construction Engineer? (This is for multiple work order contracts only.)	_____	_____
4. Does the extension grant any time other than time for performance of the extra work?	_____	_____
• If so, has the Approval Authority approved the extension?	_____	_____
• Was the extension other than time for performance of the extra work documented in the justification?	_____	_____
5. Have appropriate signatures and dates been completed?	_____	_____
6. Has the Supplemental agreement been scanned into SAP?	_____	_____

