

ATTACHMENT C — DISTRICT SUPPLEMENTAL INSTRUCTIONS (SAMPLE)
DISTRICT SUPPLEMENTAL INSTRUCTIONS #

DATE:

TO:

, _____

FROM: Timothy Perkins, Project Manager

CONTRACT NUMBER:

CONTRACT TITLE: NORTH FLORIDA RECHARGE PROJECT TREATMENT WETLAND
AND RECHARGE FACILITY SITE INVESTIGATION, SELECTION AND
CONCEPTUAL DESIGN
PROJECT

The Work shall be carried out in accordance with the following supplemental instruction issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Prior to proceeding in accordance with these instructions, indicate your acceptance of these instructions for minor adjustments to the work as consistent with the Contract Documents and return to the District's Project Manager.

1. CONSULTANT'S SUPPLEMENTAL INSTRUCTIONS:
2. DESCRIPTION OF WORK TO BE CHANGED:
3. DESCRIPTION OF SUPPLEMENTAL INSTRUCTION REQUIREMENTS: .

Consultant's approval: (choose one of the items below):

Approved: _____ Date: _____

Insert PM, Consultant/Contractor

(It is agreed that these instructions shall not result in a change in the Total Compensation or the Completion Date.)

Approved: _____ Date: _____

Insert PM, Consultant/Contractor

(Consultant agrees to implement the Supplemental Instructions as requested but reserves the right to seek a Change Order in accordance with the requirements of the Agreement.)

Approved: _____ Date: _____

Timothy Perkins, District Project Manager

Acknowledged: _____ Date: _____

Kendall Siemiatkoski, District Contracts Manager

c: Contract file
Financial Services