

Processing a Commitment Change Order (CCO):

WOODS ROSE TOWNHOMES

More details: [View online](#) [View PDF](#)

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture.

From: Paul West (Kier Construction Corporation)
Date: Friday, June 19, 2020 at 03:48 pm MDT
Sent To: Casie Coggins (Kier Construction Corporation)
CC: Paul West (Kier Construction Corporation)
Attachments: None

Please review and process accordingly.

Sent from Procore

Commitment Change Order

Name: 2046-107 CCO #002: Upgrade Master Fan
Item #: 002
Created By: Paul West
Status: Draft
Link: [View This Change Order Package](#)

More details: [View online](#) [View PDF](#)

APOLLO BURGER AMERICAN FORK

More details: [View online](#) [View PDF](#)

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture.

From: Monica Hurst (Kier Construction Corporation)
Date: Friday, June 19, 2020 at 01:55 pm MDT
Sent To: Casie Coggins (Kier Construction Corporation)
CC: Brayden Burrell (Kier Construction Corporation), Monica Hurst (Kier Construction Corporation)
Attachments: None

This one is good to send out once the PCO is approved.

Monica Hurst
Project Manager
KIER Construction
Office: 801.627.1414
Cell: 801.721.4223

You will receive an email from your PM or PE.

Be sure to read the middle section where there will be a directive.

(If the CCO is a result of a PCO – the CCOs do not get sent out until the Owner approves the PCO.)

Click the link and it will take to the CCO in Procore.

Browser tabs: Commitments - APOLLO BURGE, myCOI, Inbox (4,934) - casiecoggins7@..., Home - WOODS ROSE TOWNHO...

Address bar: app.procore.com/1241052/project/commitments/work_order_contracts/5146011/change_orders/commitment_contract_change_orders/5523425/edit

Navigation: KIER CONSTRUCTION, Kier Construction Corporation 20-53-00 - APOLLO BUR..., Project Tools Commitments, Favorites Change Events More, Apps Select an App

Breadcrumbs: Commitments > Contract #2053-121 > Change Orders > CCO #002: RFI #2- Existing Storm Drain

Commitment Change Order #002: RFI #2- Existing Storm Drain

General | Schedule of Values (1) | Related Items (0) | Emails (2) | Financial Markup | Change History (2) | ERP Integration

COMMITMENT CHANGE ORDER #002: RFI #2- EXISTING STORM DRAIN

Sign with DocuSign:

#:	002	Date Created:	06/18/20 at 07:16 pm
Revision:	0	Created By:	Brayden Burrell
Contract Company:	ADVANTAGE EXCAVATING LLC P.O. BOX 124 SPANISH FORK, Utah 84660 United States External ID: ADV710	Contract:	2053-121 - Earthwork, Utility

Title: RFI #2- Existing Storm Drain

Status: Pending - In Review (dropdown menu open)

Change Reason:

Due Date:

Designated Reviewer:

Reviewer:

Review Date:

Private:

Involved Date:

Paid Date:

Request Received From:

Description: **CE #002 - RFI #2- Existing Storm Drain**
Cost to modify/relocate catch basins as per the direction given in RFI #2.
This CO will add 4 days to the critical path of our project.

Right Sidebar: + Create Change Event, Send to ERP, Email, COMMITMENT REPORTS: Buyout Summary Report, Committed Cost Report, Subcontractor Invoices By Date, Minimize Sidebar

Annotation: Change the status to Approved (with arrow pointing to the dropdown menu)

Executed:	<input type="checkbox"/>	Signed Change Order Received Date:	<input type="text"/>
Schedule Impact:	<input type="text" value="4"/> days	Location:	<input type="text" value="Select a Location"/>
Reference:	<input type="text"/>		
Field Change:	<input type="checkbox"/>	Paid In Full:	<input type="checkbox"/>
Attachments:	<p><input type="button" value="Attach File(s)"/> Drag and Drop File(s)</p> <p><input type="button" value="Estimate_1969R_from_Advantage_Excavating_LLC.pdf"/> <input type="checkbox"/></p>		
Total Amount:	\$7,555.50		

Check to make sure that the attached backup matches the CCO amount/description.

Click Complete with DocuSign

Minimize Sidebar

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

Set signing order

- 1** Subcontractor NEEDS TO SIGN MORE
Name *

Email *
- 2** General Contractor NEEDS TO SIGN MORE
Name *

Email *
- 3** Name *

Email *
- 3** Name *

Email *

Once in DocuSign – click the set signing order box. The Subcontractor signs first, then your PM, then a copy will be sent to your project engineer and your superintendent when it is signed.

Message to All Recipients

Custom email and language for each recipient

Email Subject *

Characters remaining: 16

Email Message

Characters remaining: 9936

Advanced Options | Edit

- Recipients can sign on paper
- Recipients can change signing responsibility
- Incomplete envelopes expire days after send date
- Recipients are warned day(s) before request expires
- Senders can use either quick send or advanced edit

Add your email subject and message.

Then click edit in the Advanced Options to set an automatic reminder and expiration date.

Send to ERP

Once you have sent the CCO through Docusign, go back into Procure and click the Send to ERP Button. This will duplicate the CCO in Sage.

Export a PDF and save in the o:Drive along with a copy of the backup and your email directive.

The image shows two screenshots of Windows File Explorer. The top screenshot shows a folder named 'CCO' containing four subfolders: 'CCO #001 - Project Temp Power Service', 'CCO #002 - Upgrade Master Fan', 'CCO #003 - CE #011 & 014 Light Changes', and 'CCO #004 - Outlet Relocate in Building 1...'. The bottom screenshot shows the 'CCO #002 - Upgrade Master Fan' folder, which contains three items: 'CCO #002 - FE', 'CCO #002', and 'FW_ Commitment Change Order_ 2046-1...'. A red text box is overlaid on the bottom screenshot, stating: 'Once the CCO has been signed by all parties you will receive an email notification from Docusign. Save a copy of the fully executed (FE) CCO in the folder.'

Name	Date modified	Type	Size
CCO #001 - Project Temp Power Service	4/10/2020 9:35 AM	File folder	
CCO #002 - Upgrade Master Fan	6/22/2020 8:13 AM	File folder	
CCO #003 - CE #011 & 014 Light Changes	6/22/2020 9:55 AM	File folder	
CCO #004 - Outlet Relocate in Building 1...	6/22/2020 1:45 PM	File folder	

Name	Date modified	Type	Size
CCO #002 - FE			B
CCO #002			B
FW_ Commitment Change Order_ 2046-1...	6/19/2020 3:59 PM	Outlook Item	168 KB