| CONTRACT NUMBER | DELIVERY ORDER NUMBER | **FINDINGS OF FACT FOR CONTRACT MODIFICATION** *(See instructions on reverse)* |
|---|---|---|
| PROJECT NAME | | |
| LOCATION | | CONTRACTOR |
| C.E. NUMBER *(or other control number)* | CONTRACT MODIFICATION NO. | |

1. REASON FOR CHANGE *(Check) (References are to GSA Form 3506, Construction Contract Clauses.) (See Clause 68, Changes.)*

- ☐ DESIGN DEFICIENCY
  - A. REFER TO DRAWING NUMBER, DETAIL, ETC. _____
  - B. REFER TO SPECIFICATION SECTION AND PARAGRAPHS _____
- ☐ UNFORESEEN/DIFFERING CONDITIONS *(CLAUSES 21-23)*
- ☐ AGENCY REQUEST
- ☐ VALUE ENGINEERING/COST REDUCTION *(GSA FORM 2653)*
- ☐ PROJECT ACCELERATION
- ☐ STOP WORK/TERMINATION *(CLAUSES 86-91)*
- ☐ LIQUIDATION DAMAGES
- ☐ GOVERNMENT FURNISHED PROPERTY, ETC. *(CLAUSE 42)*
- ☐ TIME EXTENSION FOR EXCUSABLE DELAY *(CLAUSE 41)*
- ☐ OTHER:

2. DESCRIPTION OF MODIFICATION:

3. WHY IS IT IN THE BEST INTEREST OF THE GOVERNMENT TO ACCOMPLISH THIS WORK AND UNDER THIS CONTRACT?

| 4. AS A RESULT OF THIS CHANGE, THE CONTRACTOR'S TIME WILL BE EXTENDED | | | A. CALENDAR DAYS |
|---|---|---|---|
| B. PRESENT COMPLETION DATE | C. NEW COMPLETION DATE | D. APPROPRIATION/ALLOWANCE NO. | E. AMOUNT OF THIS CHANGE<br>$ |

5. JUSTIFICATION FOR EXTENDING OR NOT EXTENDING CONTRACTOR'S TIME

THE ABOVE CONTRACTOR HAS SUFFICIENT EQUIPMENT, MATERIALS, PERSONNEL, AND SKILLS TO ACCOMPLISH THE WORK REQUIRED BY THIS CHANGE AND IT IS IN THE BEST INTEREST OF THE GOVERNMENT TO MODIFY THIS CONTRACT AS

| SIGNATURE *(Site Representative or Recommender)* | DATE |
|---|---|
| SIGNATURE *(Contracting Officer or authorized representative)* | DATE |

## INSTRUCTIONS FOR PREPARATION OF GSA FORM

General. GSA Form 2437 shall be prepared by the contracting officer or his authorized representative. This form shall be used on all construction contracts awarded under new construction, repair and alteration programs. It may be used for other types of contracts.

However, the references made herein are to GSA Form 3506, Construction Contract Clauses. In the case of other contracts, equivalent clauses are intended. The GSA Form 2437 provides part of the necessary documentation on contract changes. A copy of the form shall be completed promptly prior to issuance of a contract modification (including PDL change orders). The information provided on this form shall be kept current.

Specific. The form is generally self-explanatory. However, care must be exercised in filing out the items. Additional guidance follows:

Item1.
The reason for change is to be indicated by checking the appropriate box(es). Clause references correspond to clauses contained in GSA Form 3506, Construction Contract Clauses, and GSA Form 2653, Value Incentive Clause.

Item 2 and 3.
Give a complete and concise description of the change (Item 2) and justification (Item 3) for accomplishing the work under the contract. Attach additional sheets if necessary.

Items 4 and 6.
Indicate the amount of time extension under Item 4 and give justification under Item 5. These items are to be completed even if no time extension is justified. (In case of not time extension, insert "O" in space under "Calendar Days".) Time must be resolved in each contract modification concurrently with any appropriate price adjustment.