



**FLORIDA STATE UNIVERSITY**  
**TRANSMITTAL OF GMP AMENDMENT**  
**TO CONSTRUCTION MANAGER FOR EXECUTION**



RE: \_\_\_\_\_  
 Project Name

FS- \_\_\_\_\_  
 Project No

Dear \_\_\_\_\_:

Under cover of this letter, I am transmitting five (5) copies of Amendment No. XX which accepts the Guaranteed Maximum Price for the above referenced project for execution.

Please execute all five (5) copies as follows:

1. Have your president or other authorized officer execute each copy, have a second officer attest the signature and seal the agreements, and have a witness sign the agreements. All five (5) copies of the Payment and Performance Bonds must be signed and the corporate seal affixed thereto. The resident agent for the surety company must sign and seal each copy. A power of attorney must be included for both bonds and the power of attorney must be dated the same as the date appearing on the bond signature page. Do not fill in the date of the Agreement on the first page of the Payment of Performance Bonds -- we will enter this date upon execution of the Agreement.
2. Please return a Certificate of Insurance, ensuring that the Certificate includes the coverages required by Section E, Article 11, of the Project Manual and of the supplements to the Project Manual referenced in your agreement. The Certificate must specify that notification will be given to the Owner of cancellation of insurance. If the standard "ACCORD" certificate of insurance is used, the Existing Cancellation Provision **should be modified** to comply with Section E, Article 11.1.3 of the project manual as follows: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the below named certificate holder." The modification should be initialed by an authorized representative of the Insurance Company. The Florida State University must be listed as a Named Additional Insured and it must be noted that the coverage is to provide a "Waiver of Subrogation."

Please return all five (5) copies of the amendment, each bond and the insurance certificate. Upon final execution, we will send you a set of documents for your files. If you have any questions regarding the execution of this Amendment, please call me at \_\_\_\_\_.

Sincerely,

Name

cc: project A/E  
 project manager