

CONTRACTOR CHANGE ORDER PROPOSAL FORM

Contractor Name: _____
Address: _____
Telephone No.: _____

SECTION A: DETAILED DESCRIPTION OF THE WORK: _____

SECTION B: SELF PERFORMED WORK

PM REVISIONS

1. Total Labor (from Labor Worksheet)
2. Total Material (from Material Worksheet)
3. Total Equipment (from Equipment Expense Proposal)
- 4. Subtotal (total lines 1 through 3)**
5. Contractor's Mark-up Combined Overhead and Profit (10% of line 4)
- 6. SELF PERFORMED WORK TOTAL (Total lines 4 and 5)**

\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	

SECTION C: SUBCONTRACTOR WORK

(From Subcontractor's Proposal - provide subcontractor proposal forms)

7. Names of Subcontractors:

Base Cost Only

10% Markup

A. _____

B. _____

C. _____

D. _____

8. TOTAL SUBCONTRACTORS' PROPOSALS

\$0.00

9. General Contractor's 5% Markup on Subs' Cost (per General Conditions)

10. SUBCONTRACTOR TOTAL

\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	

SECTION D: CONTRACTOR'S REQUESTED TOTAL

11. AMOUNT REQUESTED

(Total lines 6 and 10)

\$0.00

Signature of Contractor's Authorized Representative _____ Date _____

Print Name _____

Print Title _____

SECTION E: PROJECT MANAGER'S REVIEW

I have reviewed the labor hours, material quantities and equipment and (check one):

_____ no exceptions are taken to this Proposal.

_____ see comments noted on proposal or below. _____

By: _____

Project Manager

Date _____

Ramapo College of New Jersey
Project - H-Wing 2nd Floor -- Les Paul Studio

RCNJ Project No. 2014-01-01C

Change Request No. _____
Date: _____

CHANGE ORDER LABOR WORKSHEET

Contractor Name: _____								
Address: _____								
Telephone No.: _____								
STRAIGHT TIME LABOR AND PREMIUM PORTION OF OVERTIME (PPO)								PM USE ONLY
Work Description	Trade	Straight Time Hrs	Straight Time Rate	Overtime Hrs	Overtime Rate	Straight Time Cost	PPO Cost	PM Revisions
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
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						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
SUBTOTALS						\$0.00	\$0.00	
TOTAL LABOR							\$0.00	

Ramapo College of New Jersey
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CHANGE ORDER MATERIAL WORKSHEET

[illegible]

Ramapo College of New Jersey
Project - H-Wing 2nd Floor -- Les Paul Studio

RCNJ Project No. 2014-01-01C

Change Request No. _____

Date: _____

CHANGE ORDER EQUIPMENT EXPENSE PROPOSAL

Contractor Name:	_____
Address:	_____
Telephone No.:	_____

1. For **self-owned** equipment calculate rate in column 6.
2. **Rented** equipment will be paid for at actual cost. Complete columns 1, 3, 4 and 11.
Include a copy of the rental invoice or quote.
3. Operating cost includes fuel and lubricants but does not include operator's wages.
4. Minor Equipment and hand tools are considered overhead costs and cannot be claimed.

Comments:

[illegible]