

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

RCNJ Project No. 2016-01-02C

Change Request No. \_\_\_\_\_  
Date: \_\_\_\_\_

**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:

A.  
B.  
C.  
D.

Base Cost Only

10% Markup

\$0.00

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

8. TOTAL SUBCONTRACTORS' PROPOSALS

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

10. SUBCONTRACTOR TOTAL

\$0.00
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\$0.00	
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\$0.00	
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\$0.00	
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**SECTION D: CONTRACTOR'S REQUESTED TOTAL**

11. AMOUNT REQUESTED

(Total lines 6 and 10)

\$0.00	
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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