

## CHANGE PROPOSAL FORM

Project: \_\_\_\_\_  
 Contract: \_\_\_\_\_  
 Contractor: \_\_\_\_\_

Proposal #: \_\_\_\_\_  
 Project #: \_\_\_\_\_  
 Contractor #: \_\_\_\_\_

Description of change: \_\_\_\_\_

|                         |   |                                 |                  |
|-------------------------|---|---------------------------------|------------------|
| <b>Materials</b>        | (Attach list with Qty, Item, Unit \$, Unit mh, Total mh, OT mh, Total \$)   |                                 | <b>SUBTOTALS</b> |
|                         | 1 Total Direct Cost of Materials  | <u>\$0.00</u>                   |                  |
|                         | 2 Overhead & Profit on Item 1.<br>(15% maximum, includes small tools & consumables)   | <u>\$0.00</u>                   |                  |
|                         | 3 Sales Tax   | <u>\$0.00</u>                   |                  |
|                         | 4 Shipping & Transportation   | <u>\$0.00</u>                   |                  |
|                         |   |                                 | <u>\$0.00</u>    |
| <b>Labor</b>            |   |                                 |                  |
|                         | 5 Total Manhours: _____ 0 MH @ \$0.00 /hr.  | <u>\$0.00</u>                   |                  |
|                         | 6 Overhead & Profit on Item 5.<br>(15% maximum on straight labor cost, not premium portion)<br>(O & P includes supervisor's time) | <u>\$0.00</u>                   |                  |
|                         | 7 Payroll Taxes & Insurance _____ 0.0%  | <u>\$0.00</u>                   |                  |
|                         |   |                                 | <u>\$0.00</u>    |
| <b>Equipment Rental</b> | (Include quotes)  |                                 |                  |
|                         | 8 Equipment Rental  | <u>\$0.00</u>                   |                  |
|                         | 9 Overhead & Profit on Item 8.<br>(5% maximum)  | <u>\$0.00</u>                   |                  |
|                         |   |                                 | <u>\$0.00</u>    |
| <b>Subcontractors</b>   | (Include quotes with material & equipment backup)   |                                 |                  |
|                         | 10 Subcontractors   | <u>\$0.00</u>                   |                  |
|                         | 11 Overhead & Profit on Item 10.<br>(5% maximum)  | <u>\$0.00</u>                   |                  |
|                         |   |                                 | <u>\$0.00</u>    |
|                         |   | <b>Subtotal of Proposal</b>     | <u>\$0.00</u>    |
|                         | 12 Bonds ( % of subtotal of proposal) _____ 0.0%  |                                 | <u>\$0.00</u>    |
|                         |   | <b>TOTAL OF CHANGE PROPOSAL</b> | <u>\$0.00</u>    |

Time Extension Requests: \_\_\_\_\_ day(s) Schedule Activity # Affected: \_\_\_\_\_

The Contractor agrees to perform the work outlined in this change proposal for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

Contractor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approval Recommended by Design Consultant: \_\_\_\_\_

Date: \_\_\_\_\_

Owner's Representative Approval: \_\_\_\_\_

Date: \_\_\_\_\_

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