

APPENDIX B-2 **CHANGE PROPOSAL FORM** **Subcontractor Lump Sum Change Proposal Form**

Project: _____
Contract: _____
Contractor: _____

Proposal #: _____
Project #: _____
Contractor #: _____

Description of change: _____

Materials	(Attach list with Qty, Item, Unit \$, Unit mh, Total mh, OT mh, Total \$)		SUBTOTALS	
	1 Total Direct Cost of Materials	<u>\$0.00</u>		
	2 Overhead & Profit on Item 1. (15% maximum, includes small tools & consumables, Tax not to be marked up)	<u>\$0.00</u>		
	3 Sales Tax (7%)	<u>\$0.00</u>		
	4 Shipping & Transportation	<u>\$0.00</u>		
			\$0.00	
Labor				
	5 Manhours	0 MH @ \$0.00 /hr.		<u>\$0.00</u>
	If multiple Labor types/rates - provide lump sum of labor cost &			
	Overtime Labor Rate	0 MH @ \$0.00 /hr.		<u>\$0.00</u>
	(Only Premium portion here)			
	6 Overhead & Profit on Item 5. (15% maximum on straight labor cost, not premium portion, burden not to be marked up) (O & P includes supervisor's time)	<u>\$0.00</u>		
	7 Payroll Taxes & Insurance	39.0%	<u>\$0.00</u>	
	Labor Subtotal		\$0.00	
Equipment Rental	(Include quotes)			
	8 Equipment Rental	<u>\$0.00</u>		
	9 Overhead & Profit on Item 8. (8%)	<u>\$0.00</u>		
	Equipment Subtotal		\$0.00	
Subcontractors	(Include quotes with material & equipment backup)			
	10 Subcontractors	<u>\$0.00</u>		
	11 Overhead & Profit on Item 10. (8%)	<u>\$0.00</u>		
	Subcontractor Subtotal		\$0.00	
		Subtotal of Proposal	\$0.00	
	12 Bonds (2% of subtotal of proposal - only if required)	0.0%	\$0.00	
		TOTAL OF CHANGE PROPOSAL	\$0.00	

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: _____

APPENDIX B-1
CHANGE PROPOSAL FORM
Subcontractor Time and Material / Unit Price Estimate

Project: _____
Contract: _____
Contractor: _____

Proposal #: _____
Project #: _____
Contractor #: _____

Description of change: _____

Materials & Labor

Estimated cost of labor & materials including shipping, overtime,
payroll taxes and insurance and overhead and profit
Maintain accurate records for Billing Purposes

\$0.00

SUBTOTALS

\$0.00

Unit Price Work

Estimated quantity of units required less allowance units not used,
times the established unit cost
Maintain accurate records for billing purposes.
Third Party records may be required

0 Unit @

\$0.00 /Unit

Price

\$0.00

\$0.00

Equipment Rental (Include quotes)

Estimated cost of equipment rental including shipping, taxes,
overhead and profit
Maintain accurate records for billing purposes.

\$0.00

\$0.00

Subcontractors (Include quotes with material & equipment backup)

Estimated Cost of Subcontracts including all subcontractor expenses
Maintain accurate records for billing purposes

\$0.00

\$0.00

Subtotal of Proposal

\$0.00

Bonds, only if required

2.0%

\$0.00

TOTAL OF CHANGE PROPOSAL

\$0.00

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: _____