

## Instructions for Completing the Subcontractor Change Order Proposal Forms

The forms in this workbook are provided to assist subcontractors in preparing proposals to prime contractors for change order work on Dormitory Authority – State of New York (DASNY) projects. Forms for use by prime contractors are included in a separate workbook which is also available on the DASNY website. The referenced Labor Rate Worksheet is also available on the DASNY website.

For contracts issued after June 1, 2004, use of the forms provided in this workbook is mandatory. For contracts issued prior to that date, these forms are provided for the subcontractor's convenience, however, their use is strongly encouraged. For contracts issued prior to June 1, 2004, if a subcontractor elects to utilize its own proposal forms rather than those provided in this workbook, it is the subcontractors' responsibility to include the same information and back-up required by these forms

In the event that change order work is necessary the Owner's Representative will issue a written directive to the prime contractor:

- A Request for Proposal within 10 days for the subject work (which may be followed with a Notice to Proceed); or
- A Notice to Proceed immediately with the work.

Under no circumstance should any change order work be performed prior to the prime contractor's receipt of a written Notice to Proceed. The Notice to Proceed is not valid unless it includes a CR (Change Request) number from DASNY's computer based project management support system.

The Notice to Proceed will specify the manner in which DASNY will pay for the work. The options available (Consistent with Article 8 of the General Conditions of DASNY's construction contract with the prime contractor) include:

- 1) An accepted estimate
- 2) Actual cost (Time and Material)
- 3) Unit costs

The required forms and backup for each specified pricing scenario are as follows:

### 1) Change Order Based on Accepted Estimate

#### **Subcontractor Required Forms (Included in this workbook)**

Subcontractor Change Order Proposal  
Change Order Labor Worksheet  
Change Order Material Worksheet (if applicable)  
Change Order Equipment Expense Worksheet (if applicable)

#### **Required Back-Up**

##### Subcontractor

- Subcontractor Change Order Proposal
- Pre-approved Labor Rate Worksheet for each trade (separate DASNY form)
- Material Supplier proposals (if applicable)
- Equipment supplier proposals (if applicable)

##### Subcontractor to Subcontractor

- Subcontractor Change Order Proposal
- Pre-approved Labor Rate Worksheet for each trade (separate DASNY form)
- Material supplier proposals (if applicable)
- Equipment supplier proposals (if applicable)

## Instructions for Completing the Subcontractor Change Order Proposal Forms

### 2) Change Orders Based on Actual Cost (Time and Material)

#### **Subcontractor Required Forms (Included in this workbook)**

Subcontractor Change Order Proposal  
Change Order Labor Worksheet  
Change Order Material Worksheet (if required)  
Change Order Equipment Expense Worksheet (if required)

#### **Required Back-Up**

Subcontractor

- Subcontractor proposal
- Pre-approved Labor Rate Worksheet for each trade (separate DASNY form)
- Original signed and dated time tickets (signed by the contractor and Owner's Representative) for actual labor hours worked
- Material invoices (if applicable)
- Equipment rental Invoices (if applicable)

Subcontractor to Subcontractor

- Subcontractor proposal
- Pre-approved Labor Rate Worksheet for each trade (separate DASNY form)
- Original signed and dated time tickets (signed by the contractor and Owner's Representative) for actual labor hours worked
- Material invoices (if applicable)
- Equipment rental invoices (if applicable)

### 3) Unit Costs

#### **Required Forms**

Subcontractor Change Order Proposal  
Unit Price Worksheet

#### **Required Back-Up**

Documentation sufficient to support quantities of work performed such as measurements, truck tickets etc.

Cells with a blue background are self-calculating and do not require input.

If you have any questions regarding these forms please contact your DASNY Project Manager.

## Instructions for Completing the Subcontractor Change Order Proposal Forms

## SUBCONTRACTOR'S CHANGE ORDER PROPOSAL

Subcontractor Name: _____	Date: _____
Address: _____	Federal ID No. _____
Telephone No.: _____	

*Use a separate form for each Subcontractor.*

A. LABOR					DASNY USE ONLY
Work Description	Trade	Hours	Total Rate (from Labor Rate Worksheet, Line D)	Total Labor Cost	DASNY Revision
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<i>(Total from Labor Worksheet)</i>				\$0.00	
<b>TOTAL SUBCONTRACTOR LABOR</b>				<b>\$0.00</b>	

B. MATERIAL					DASNY Revision
Material Description	Quantity	Unit	Unit Cost	Material Cost	DASNY Revision
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<i>(Total from Material Worksheet)</i>				\$0.00	
<b>TOTAL SUBCONTRACTOR MATERIAL</b>				<b>\$0.00</b>	

C. EQUIPMENT	
<b>TOTAL SUBCONTRACTOR EQUIPMENT</b> <i>(From Equipment Expense Proposal)</i>	<b>\$0.00</b>

D. SUMMARY		
1 Total Labor, Material, Equipment (A+B+C)	\$0.00	
2 Subcontractor's Subcontracting (no markup)	\$0.00	
3 Total of lines 1 and 2	\$0.00	
4 Subcontractor's Markup (20% of line 3) if applicable *	\$0.00	
5 Total Unit Prices (from Unit Price Worksheet)	\$0.00	
<b>TOTAL SUBCONTRACTOR PROPOSAL</b>	<b>\$0.00</b>	

Signature of Subcontractor's Authorized Representative _____	Date _____
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Name *(Please type or print.)*

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\* The 20% markup is allowed only for a subcontractor to a prime contractor.





## SUBCONTRACTOR TO SUBCONTRACTOR'S CHANGE ORDER PROPOSAL

Subcontractor Name: _____	Date: _____
Address: _____	Federal ID No. _____
Telephone No.: _____	

*Use a separate form for each Subcontractor.*

A. LABOR					DASNY USE ONLY
Work Description	Trade	Hours	Total Rate (from Labor Rate Worksheet, Line D)	Total Labor Cost	DASNY Revision
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<i>(Total from additional Labor Worksheets, if required.)</i>				\$0.00	
<b>TOTAL SUBCONTRACTOR LABOR</b>				<b>\$0.00</b>	

B. MATERIAL					DASNY USE ONLY
Material Description	Quantity	Unit	Unit Cost	Material Cost	DASNY Revision
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<i>(Total from additional Material Worksheets, if required.)</i>				\$0.00	
<b>TOTAL SUBCONTRACTOR MATERIAL</b>				<b>\$0.00</b>	

C. EQUIPMENT	
<b>TOTAL SUBCONTRACTOR EQUIPMENT</b> <i>(From Equipment Expense Proposal)</i>	<b>\$0.00</b>

D. SUMMARY			
Total Labor, Material, Equipment (A+B+C)	\$0.00		
Total Unit Prices <i>(from Unit Price Worksheet)</i>	\$0.00		
<b>TOTAL SUBCONTRACTOR PROPOSAL</b>	<b>\$0.00</b>		

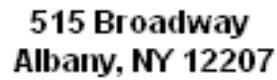
Signature of Subcontractor's Authorized Representative _____	Date _____
Name <i>(Please type or print.)</i> _____	











Contract No.	
Project No.	
Change Request No.	

Contractor Name:		Date:	
Address:			
Telephone No.:			

STRAIGHT TIME LABOR AND PREMIUM PORTION OF OVERTIME (PPO)								DASNY USE ONLY
Work Description	Trade	Straight Time Hours	Straight Time Rate	Overtime Hours	Overtime Rate	Straight Time Cost	PPO Cost	DASNY Revision
						\$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	
						\$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	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
SUBTOTALS						\$0.00	\$0.00	
SUBTOTALS (FROM CONTINUATION WORKSHEET)						\$0.00	\$0.00	
						TOTAL LABOR	\$0.00	

[illegible]



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[illegible]

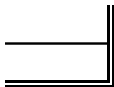


[illegible]

				\$0.00	
TOTAL MATERIAL (THIS CONTINUATION WORKSHEET)				\$0.00	









## CHANGE ORDER EQUIPMENT EXPENSE PROPOSAL

Contractor Name:		Page Number: <u>1</u>	of	<u>1</u>		Date:
Address:						
Telephone Number:						

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 verified with the signature of the DA Project Manager.*
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]

<b>TOTAL CONTRACTOR EQUIPMENT EXPENSE</b>	
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Carry forward to Contractor's Proposal or Subcontractor's Proposal

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**Total  
Equipment  
Cost**  
*Sum of  
7 and Column 10  
or  
Rental Cost*

[illegible]

**\$0.00**

## UNIT PRICE WORKSHEET

Contractor Name:		Page Number: <u>1</u>	of	1	Date:
Address:					
Telephone Number:					

### FOR UNIT PRICES SPECIFIED IN THE CONTRACT DOCUMENTS

Spec. Section	Description	Quantity	Unit	Unit Cost

### A. TOTAL CONTRACT UNIT PRICE COSTS

*For Contractor Work or Subcontractor Work carry forward to Contractor's Proposal, Section C.*

### FOR UNIT PRICES NOT SPECIFIED IN THE CONTRACT DOCUMENTS

*(Use either method below to determine Labor Cost.)*

Spec. Section	Description	Quantity	Unit	Material Unit Cost	Material Cost	Unit Price Method		Hourly Labor Rate Method			
						Labor Unit Cost	Labor Cost	Hours Per Unit	Total Hours	Labor Rate	Labor Cost
					\$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
					\$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
					\$0.00		\$0.00		0.00		\$0.00
					\$0.00		\$0.00		0.00		\$0.00
					\$0.00		\$0.00		0.00		\$0.00

### B. TOTAL NON-CONTRACT UNIT PRICE COSTS

*For Contractor Work, carry forward to Contractor's Proposal, Line 4;  
for Subcontractor Work, carry forward to Subcontractor's Proposal,  
Line 3.*

