COST PROPOSAL

Date: _____ Change Order Request No.: _____

University of California, Office of the President

Scope of Change:

_____
_____
_____
_____

Instructions:

1. Complete this form by providing (a) all information required above, (b) the amount and justification based upon the Contract Schedule for any proposed adjustment of Contract Time, (c) the proposed adjustment of Contract Sum, (d) the attached "Cost Proposal Summary," and (e) the attached form titled, "Supporting Documentation for the Cost Proposal Summary."

2. Attach the form titled "Supporting Documentation for the Cost Proposal Summary" for Contractor and each Subcontractor involved in the Extra Work. Each such form shall be completed and signed by Contractor or Subcontractor actually performing the Work activity identified on the form. Attach supporting data to each such form to substantiate the individually listed costs. The costs provided on these forms shall be used to substantiate Additional Costs shown on the Cost Proposal Summary.

3. The Contractor Fee shall be computed on the Cost of Extra Work of Contractor and each Subcontractor involved in the Extra Work; and shall constitute full compensation for all costs and expenses related to the subject change and not listed in the "Supporting Documentation for the Cost Proposal Summary," including overhead and profit.

4. Refer to Article 7.3 of the General Conditions for the method of computing the Contractor Fee.

Adjustment of the Contract Time (Include justification based upon the Contract Schedule): _____
(Days)
Refer to Article 8 of the General Conditions.

Adjustment of the Contract Sum (Total from line 18, col. 4 of Cost Proposal Summary): $ _____

Refer to Article 7 of the General Conditions.

Submitted:	Received:
_____ (Contractor)	_____ (University's Representative)
By: _____ (Signature)	By: _____ (Signature)
Title: _____	Title: _____
Date: _____	Date: _____

SAMPLE

SAMPLE

COST PROPOSAL SUMMARY

Change Order Request No.: _____

Contractor Name: _____

University of California, {Facility Name}

		(1) Contractor	(2) 1st Tier Subs	(3) 2nd & Lower Tier Subs	(4) Total
ACTUAL COSTS	1. Straight Time Wages/Salaries - Labor				
	2. Fringe Benefits and Payroll Taxes - Labor				
	3. Overtime Wages/Salaries - Labor				
	4. Fringe Benefits and Payroll Taxes - Overtime				
	5. Materials and Consumable Items				
	6. Sales Taxes (On line 5)				
	7. Rental Charges				
	8. Royalties				
	9. Permits				
	10.Total Direct Expense (Sum of lines 1-9)				
	11. Insurance & Bonds (up to 2% of line 10)				
CONTRACT-OR FEE	12. Sub-Sub (15% of line 10; col. 3)				
	13. Subcontractor (5% of line 10; col. 3)				
	14. Subcontractor (15% of line 10; col. 2)				
	15. Contractor (5% of line 10; col. 2 & 3)				
	16. Contractor (15% of line 10; col. 1)				
	17. Contractor Fee (Sum of lines 12-16)				
TOTAL	18. Sum of lines 10, 11, & 17				

Actual Costs are taken from line 12 of the attached forms titled, “Supporting Documentation For the Cost Proposal Summary” for Contractor and each Subcontractor involved in the Extra Work.

SAMPLE

SUPPORTING DOCUMENTATION FOR THE COST PROPOSAL SUMMARY

Contractor/Subcontractor Name: _____ Change Order Request No.: _____

Work Activity: _____

University of California, {Facility Name}

COST ITEM	DESCRIPTION	COST (1)
	1. Straight Time Wages/Salaries -- Labor	
	2. Fringe Benefits and Payroll Taxes -- Labor: % of line 1	
	3. Overtime Wages/Salaries - Labor (Attach University Representative's written authorization)	
ACTUAL	4. Fringe Benefits and Payroll Taxes -- Overtime: % of line 3	
COSTS	5. Materials and Consumable items	
	6. Sales Taxes: % of line 5	
	7. Rental Charges (attach CalTrans' Schedule)	
	8. Royalties	
	9. Permits	
	10. Total Direct Expense -- sum of lines 1-9	
	11. Insurance and Bonds % of line 10 (up to 2% of line 10)	
TOTAL	12. Sum of lines 10 and 11	

(Company Name)	(Contractor's Company Name)
(Signature) (2)	(Signature) (3)
(Title)	(Title)
(Date)	(Date)

Notes: (1) Round off all costs to the nearest dollar.
(2) This form shall be prepared and signed by Contractor or Subcontractor actually performing the Work activity indicated above.
(3) If this form is signed by a Subcontractor, it shall be reviewed and signed by Contractor certifying the accuracy of the information.

SAMPLE