

Proposed Change Order Form (PCO Form)
Instructions to Contractors for Completing the PCO Form

1. The Contractor shall be responsible for filling in accurate and complete information throughout the entire PCO Form.
2. “Change Order Description” shall include a summary of all change order items indicated on the PCO Form for approval. Additional back up documentation shall be provided per specification Section 5.4.3.a “Back-Up Documentation”.
3. “Description” shall include a brief description of the work for the item for which pricing is being provided.
4. “Subcontractor Labor, Materials, Equipment” shall demonstrate the costs associated with each category for the subcontractor.
5. “Subcontractor Overhead & Profit” shall demonstrate the overhead and profit due to the Subcontractor on all the labor performed and material and equipment supplied. This cell is a locked cell with a calculation including a pre-determined percentage of overhead and profit that conforms to the amount listed in the Invitation for Bid.
6. “GC Overhead and Profit (sub)” shall demonstrate the overhead and profit due to the General Contractor on all labor performed by the Subcontractor and material and equipment supplied by the Subcontractor. This cell is a locked cell with a calculation including a pre-determined percentage of overhead and profit that conforms to the amount listed in the Invitation for Bid.
7. “General Contractor Labor, Materials, Equipment” shall demonstrate the costs associated with each category for the General Contractor.
8. “General Contractor Overhead and Profit” shall demonstrate the overhead and profit due to the General Contractor on all the labor performed and material and equipment supplied. This cell is a locked cell with a calculation including a pre-determined percentage of overhead and profit that conforms to the amount listed in the Invitation for Bid.
9. “Total Amount” shall demonstrate the total cost associated with the corresponding Proposed Change Order Item. This cell is a locked cell with a calculation for determining the correct value.
10. “Subtotal” shall demonstrate the sum of all Proposed Change Order Items prior to any Additional Bond Premium. This cell is a locked cell with a calculation for determining the correct value.

11. "Additional Premium Amount" shall demonstrate one percent (1%) of the subtotal amount per specification Section 5.4.3 "Proposed Change Order Form and Format". This cell is a locked cell with a calculation including a pre-determined percentage that conforms to the amount listed in the specification.
12. "Total Proposed Change Order Amount" shall demonstrate the sum of "Subtotal" and "Additional Bond Premium" providing the total cost of the proposed change order. This cell is a locked cell with a calculation for determining the correct value.
13. "Contractor Signature" shall be signed by the authorized representative of the General Contractor. This signature must be present prior to review and consideration by the Owner.

CITY OF RICHMOND900 E. Broad Street
Richmond, Virginia 23219**Proposed Change Order Form**

Proposed Change Order No.	
Contract No.	
Project Title:	
Date:	

Contractor Name:	
Address:	
City, State, Zip:	
Phone:	
Fax:	

**Proposed Change Order
Description:**

Item	Description	Subcontractor					GC	General Contractor				Total Amount
		Labor	Materials	Equipment	Overhead & Profit	Subcontractor Total	Overhead & Profit (sub)	Labor	Materials	Equipment	Overhead & Profit	
1		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal												\$ -
Additional Bond Premium (1%)												\$ -
Total Proposed Change Order Amount												\$ -

Contractor Signature

Title

Date

PCO Form 081308