

## **SECTION 00 63 53 – CHANGE ORDER PROPOSAL**

### **PART 1 - GENERAL**

1.1 RELATED DOCUMENTS (Not Applicable)

1.2 SUMMARY (Not Applicable)

1.3 DEFINITIONS (Not Applicable)

1.4 CHANGE ORDER PROPOSAL

A. State of Colorado form “Change Order Proposal” (SC-6.312).

1. Download link: [https://drive.google.com/file/d/1Uo7i4h3LqpByA8GUYEI5K9qne\\_8hSwtS/view](https://drive.google.com/file/d/1Uo7i4h3LqpByA8GUYEI5K9qne_8hSwtS/view)

B. A copy of the above noted form is attached to the end of this section.

1.5 PROCEDURE (Not Applicable)

**PART 2 - PRODUCTS (Not Applicable)**

**PART 3 - EXECUTION (Not Applicable)**

**END OF SECTION 00 63 53**



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAMS

CHANGE ORDER PROPOSAL

(enter information ONLY in YELLOWED cells)

Change Order Proposal No. \_\_\_\_\_ Date \_\_\_\_\_

Change Order Bulletin No: \_\_\_\_\_

Description of Work: (enter into text box)

Date \_\_\_\_\_

Contractor \_\_\_\_\_

Institution or Agency \_\_\_\_\_

Project No./Name \_\_\_\_\_

(Before completing this form, read instructions on reverse side.)

**PART I - WORK PERFORMED BY CONTRACTOR**

Line 1.	Direct Labor Costs		\$		
Line 2.	Labor Overhead (Direct Labor Burdens)	( _____ x Line 1)	\$	0.00	
Line 3.	Total Contractor's Labor Costs (Lines 1 and 2)		\$	0.00	
Line 4.	Direct Materials Costs		\$		
Line 5.	Materials Overhead (Delivery Costs & Taxes)	( _____ x Line 4)	\$	0.00	
Line 6.	Total Materials Costs (Lines 4 and 5)		\$	0.00	
Line 7.	Total Equipment Costs		\$		
Line 8.	PART I - TOTAL CONTRACTOR'S L, M & E COSTS (Lines 3, 6 and 7)		Part I	\$	0.00

**PART II - WORK PERFORMED BY SUBCONTRACTOR**

Line 9.	Direct Labor Costs		\$		
Line 10.	Labor Overhead (Direct Labor Burdens)	( _____ x Line 9)	\$	0.00	
Line 11.	Total Subcontractor's Labor Costs (Lines 9 and 10)		\$	0.00	
Line 12.	Direct Materials Costs		\$		
Line 13.	Materials Overhead (Delivery Costs & Taxes)	( _____ x Line 12)	\$	0.00	
Line 14.	Total Subcontractor's Materials Costs (Lines 12 and 13)		\$	0.00	
Line 15.	Total Subcontractor's Equipment Costs		\$		
Line 16.	Total Subcontractor's L, M & E Costs (Line 11, 14 and 15)		\$	0.00	
Line 17.	Subcontractor's Overhead (Indirect Costs)	( 10.0% x Line 16)	\$	0.00	
Line 18.	Subcontractor's Profit (on line 16) _____ Addition or Deduct _____		\$	0.00	
Line 19.	PART II - TOTAL SUBCONTRACTOR'S COSTS (Lines 16, 17 and 18)		Part II	\$	0.00

**PART III - CONTRACTOR'S OVERHEAD & PROFIT**

Line 20.	Contractor's Overhead (Indirect Costs)	( 10.0% x Part I Total)	\$	0.00	
Line 21.	Contractor's Profit	( 5.0% x Part I Total)	\$	0.00	
Line 22.	PART III - TOTAL CONTRACTOR OVERHEAD & PROFIT (Lines 20 and 21)		Part III	\$	0.00

**PART IV - CONTRACTOR'S MARKUP ON SUBCONTRACTOR**

Line 23.	Contractor's Commission on Subcontractor	( 5.0% x Part II Total)	\$	0.00	
Line 24.	Contractor's Profit (on Line 19) _____ Addition or Deduct _____		\$	0.00	
Line 25.	PART IV - TOTAL CONTRACTOR MARKUP ON SUBCONTRACTOR (Lines 23 and 24)		Part IV	\$	0.00

**PART V - SUBTOTAL C.O. PROPOSAL (Parts I and II and III and IV)**

			Part V (Subtotal)	\$	0.00
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**PART VI - CONTRACTOR'S BOND COST**

	( _____ x Part V Total)		Part VI	\$	0.00
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**PART VII - GRAND TOTAL CHANGE ORDER PROPOSAL (Sum of Totals: Parts V and VI)**

			Grand Total	\$	0.00
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**PART VIII - CONTRACT TIME (CALENDAR DAYS CHANGED)** ☐ EXTENDED ☐ NO CHANGE ☐ REDUCED ☐ Days

THE TIME OF COMPLETION MAY CHANGE BY THE CALENDAR DAYS INDICATED (ABOVE) FROM THE TOTAL NUMBER OF DAYS LISTED IN THE CONTRACTOR'S AGREEMENT TO COMPLETE THE ENTIRE PROJECT.

**CONTRACTOR'S CERTIFICATE:**

This is to certify that, to the best of my knowledge and belief, the cost/price data submitted in response to the listed C.O. Bulletin, are accurate, complete and current as of \_\_\_\_\_.

Firm: \_\_\_\_\_

Name & title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

\* The proposal shall remain in full force and effect for a period of \_\_\_\_\_ calendar days from date of signature.

**ARCHITECT/ENGINEER'S CERTIFICATE:**

This is to certify that I have analyzed the proposal and find, to the best of my knowledge and belief, that the proposal represents current, fair, factual and competitive cost/price data.

Firm: \_\_\_\_\_

Name & title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

STATE BUILDINGS PROGRAMS (or Authorized Delegate)

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

**INSTRUCTIONS FOR COMPLETING "CHANGE ORDER PROPOSAL" COST/PRICE DATA SUMMARY (STATE FORM SC-6.312)**

(enter information only in YELLOWED cells)

Enter Change Order Proposal Number, Date Created, Contractor's Name, Agency/Institution, State Project Number and Name.  
 REFERENCE: Enter Change Order Bulletin Number, Date Issued, and Description of Changes from Bulletin, noting exceptions which are listed in the Bulletin but are excluded, i.e., not priced on this form.

**PART I - WORK PERFORMED BY CONTRACTOR:**

Line 1. Direct Labor Costs: Fill in subtotal of direct labor costs which includes base rates plus applicable fringe benefits. On Contractor's (or Sub's) letterhead show costs as follows:

Trade	Rate	Duration	Extended Costs
	\$ _____ x _____		= \$ _____ 0
	\$ _____ x _____		= \$ _____ 0
Direct Labor Cost			= \$ _____ 0

Line 2. Labor Overhead (Direct Labor Burdens, etc.): Enter percentage (as submitted in Schedule of Values) of Line 1 as applicable. (Spread

Line 3. Total Contractor's Labor Costs: Total of Lines 1 and 2. (Spreadsheet calculates the total)

Line 4. Direct Material Cost: Support with quotes or invoices. Fill in subtotal of direct materials costs.

Include all delivery, handling, insurance costs, etc. On Contractor's letterhead show direct materials costs as follows:

Materials	Rate	Quantity	Extended Costs
	\$ _____ x _____		= \$ _____ 0
	\$ _____ x _____		= \$ _____ 0
Direct Materials Cost			= \$ _____ 0

Line 5. Materials Overhead (Delivery, taxes, insurance, etc. - as mutually agreed upon at contract signing):

Enter percentage as applicable. (Spreadsheet calculates the value)

Line 6. Total Contractor's Material Costs: Total of Lines 4 and 5. (Spreadsheet calculates the total)

Line 7. Total Contractor's Equipment Costs: Enter total equipment costs including indirect overhead costs

in hourly rate - except indirect labor costs. On Contractor's letterhead show total equipment costs as follows:

Equipment	Rate	Duration	Extended Costs
	\$ _____ x _____		= \$ _____ 0
	\$ _____ x _____		= \$ _____ 0
Total Equipment Cost			= \$ _____ 0

Line 8. TOTAL CONTRACTOR'S Labor, Materials & Equipment (L, M & E) Costs: Add Lines 3, 6 and 7 of Part I.

(Spreadsheet form calculates totals)

**PART II - WORK PERFORMED BY SUBCONTRACTOR:**

Line 9. Direct Labor Costs: See Line 1 instructions.

Line 10. Labor Overhead (Direct Labor Burdens, etc.): Enter percentage (as submitted in Schedule of Values) of Line 9 as applicable.

(Spreadsheet calculates the value)

Line 11. Total Contractor's Labor Costs: Total of Lines 9 and 10. (Spreadsheet calculates the total)

Line 12. Direct Material Cost: See Line 4 instructions.

Line 13. Materials Overhead (Delivery, taxes, insurance, etc.) Enter percentage as applicable. (Spreadsheet calculates the value)

Line 14. Total Subcontractor's Material Costs: Total of Lines 12 and 13. (Spreadsheet calculates the total)

Line 15. Total Subcontractor's Equipment Costs: See Line 7 instructions.

Line 16. TOTAL SUBCONTRACTOR'S Labor, Materials & Equipment (L, M & E) Costs: Add Lines 11, 14 and 15 of Part II.

Line 17. Subcontractor's Overhead (Indirect costs). Edit percentage of Line 16 if applicable - See Article 35 of General Conditions.

Line 18. Subcontractor's Profit: Enter a "1" in appropriate cell. For an addition, Edit E37, a deduct, Edit I37. See Article 35 General Conditions

Line 19. TOTAL SUBCONTRACTOR'S Labor, Materials & Equipment (L, M & E) Costs: Add Lines 16, 17 and 18 of Part II.

**PARTS III THROUGH VIII - CERTIFICATIONS - Self Explanatory.**

Part 3. Edit percentages for Line 20 or 21 if applicable. See Article 35 of General Conditions.

Part 4. Line 23, Edit percentages applicable to Line 18. See Article 35 of General Conditions.

Part 4. Line 24, Enter a "1" in appropriate cell. For an addition, edit E45, a deduct edit I45. See Article 35 of General Conditions.

Part 5. SUBTOTAL OF CHANGE ORDER PROPOSAL (sum of lines 8, 19, 22, and 25 - applicable)

Part 6. Contractor's Bond Cost: Enter percentage value of Part 5 as applicable. (spreadsheet calculates the value)

Part 7. GRAND TOTAL OF THE CHANGE ORDER PROPOSAL. (spreadsheet calculates the sum of parts 5 and 6)

Part 8. Contract time change. Place an "X" in appropriate cell and edit the cell to indicate the number of days changed.

A. The Contractor, who prepares this proposal form, certifies the cost/price data by signing, dating, and forwarding same to the Architect/Engineer (or Consultant) for further action.

B. The Architect/Engineer (or Consultant) reviews and analyzes the cost/price data for the requirements that these are: 1) currently prevalent, 2) reasonably fair, 3) factually applicable, and 4) equivalently competitive market selling prices. The Architect/Engineer (or Consultant) may negotiate - after receipt of the cost proposal - any or all of the cost elements of the proposal to support a recommendation of acceptance to the Principal Representative. Certification by the A/E (or Consultant) of the above requirements is made upon his signature. The Architect/Engineer (or Consultant) forwards the proposal with the supporting back-up to the Agency.

C. Authority for the Institution or Agency (usually the Principal Representative) reviews the proposal, signs, dates, and forwards to Office of the State Architect for final action.

D. State Buildings Division reviews the cost proposal, with all supporting back-up, for technical and procedural requirements and, if in order, signs and dates the proposal.