

NOTE: All Change Order Proposals (COPs) submitted by General Contractors and Subcontractors shall be submitted on the official FCO Form 96 unless otherwise stated. All documents provided with the General Contractor’s proposal shall be attached in the order that they appear on the FCO Form 96 for each Contractor, respectively. THIS SHALL ALSO APPLY TO DEDUCTIVE/CREDIT CHANGE ORDER PROPOSALS.

Project:	List the name of the project as noted on the Contract.
Date:	The date that the COP was prepared.
Project No:	List the project number as noted on the Contract.
COP #:	Number consecutively whether previous COPs are active or rescinded. If a COP is revised and resubmitted, it should be numbered with the original number followed by an R (for revision) with a hyphen and the number 1 for the first revisions; e.g., if COP #4 has been returned for revision, the Contractor should return the revised COP with the number COP #4R-1. A subsequent revision would have the number COP #4R-2. NOTE: All credits should be submitted on a separate change order.
Description:	Write a brief description of the change order work to be covered by this COP. If applicable, the description should include a reference to the RFI number that generated the COP.
Materials:	<p>This section is for the material cost. Material costs represent those costs to be paid by the contractor to suppliers, which may include tax. Materials are generally defined as items that are permanently incorporated into the building/project, with the exception being materials related to asbestos abatement, fees for dumping, disposal, and freight. If additional space is required, continue the Materials listing on a separate sheet and attach it to the COP.</p> <p>The University requires supporting documents for all material costs. Itemized material costs shall be identical to the costs included on the FCO Form 96. If the itemized cost is a fraction thereof or a combination of items added together, then supporting documents should show such calculations clearly. Acceptable documents: invoices, quotations, estimates, etc.</p>
Total for Materials (1):	Insert the total cost of materials
Labor:	<p>This section applies only to labor by Contractor personnel that are directly involved with the construction activity. Any listing of Project Manager, Project Engineer, Supervisor or Superintendent are not allowed as they are considered part of the overhead for a company. All labor shall be priced at or above the current prevailing wage of the current wage rate schedule in accordance with Chapter 104, HRS, as amended. The Contractor shall indicate classification, number of man-hours and breakdown labor costs (for each classification of worker) by the straight time basic hourly rate.</p> <p>The fringe benefit hourly rate shall be priced in accordance with Chapter 104, HRS, as amended and shall be listed as a separate cost from the basic hourly rate.</p> <p>Overtime work shall be listed separately and identified with “OT” after the worker’s hourly wage rate. Overtime is computed at 1-½ times the worker’s</p>

	basic hourly rate, and must be paid for all hours worked on Saturday, Sunday, Holidays or after eight hours of any other day.
Subtotal Line Item (2):	This amount is the subtotal of all of the fringe benefit costs listed.
Subtotal Line Item (3):	This amount is the subtotal of all of the labor costs listed.
Total of Labor Line Item (4):	This amount is the total of labor wages and fringes (2) + (3).
Subtotal - Materials & Labor (5):	This amount is the subtotal of Materials and Labor (1) + (4).
Overhead (O.H.) & Profit Line Item (6):	State law allows a maximum of 20% of the materials and labor costs to compute overhead and profit. This applies to both General Contractors and Subcontractors. Therefore: (6) = 20% X (5). (This covers the cost of project managers, project engineer, supervisor, superintendents and project vehicles.)
Insurances & Taxes Line Item (7):	The percentage multiplier for this line item will be provided by the Contractor and all Subcontractors (regardless of tier) on the FCO Form 008 - "Insurance and Tax Rate Percentage (%) Information." The labor costs shall be multiplied by the prescribed percentage to derive the allowable costs for insurance and taxes. Therefore: (7) = (% provided by Contractor/Subcontractor) X (3).
Overhead (O.H.) for Insurance & Taxes Line Item (8):	The percentage multiplier shall not exceed 6%, and the amount of line item (7) shall be multiplied by this figure to obtain line item (8). Therefore: (8) = 6% X (7).
Total - Materials & Labor Line Item (9):	This amount is the total of Materials & Labor, O.H. & Profit, Ins. & Taxes, and O.H. for Ins. & Taxes. Therefore: (9) = (5) + (6) + (7) + (8).
Subcontractors Work:	List the business name of the subcontractors involved with the change order work followed by the quotation amount submitted by each subcontractor. Only the FCO Form 96 will be accepted for review. Subcontractor quotations listed on any other form will be rejected.  Only subcontractors licensed under Chapter 444, HRS (Contractor's Licensing) shall be listed here as DOTAX currently exempts taxes for this work.
Service Providers Work:	List the business name of the Service Providers involved with the change order work followed by the quotation amount submitted by each Service Provider. Service Providers such as Controls Technicians, Movers, Termite Treatment, Hygenists and Surveyors are allowed in this section. Service Providers must also submit a FCO Form 96 or a proposal with Labor and Materials itemized. Lump sum proposals will be rejected. Quotations listed on any other form will be rejected.
Total for Subcontractors Line Item (10):	This amount is the total of the quotations from the Subcontractor(s) working on the change work.
Prime Contractors Overhead & Profit Line Item (11):	The percentage multiplier for Prime Contractor's O.H. & Profit for coordination and administration of Subcontractor's change work is set at a maximum of 10%. Therefore: (11) = 10% X (10).
Subtotal Line Item (12):	This amount is the sum of the subtotal of the Subcontractor(s) quotation(s) and the Prime Contractor's overhead and profit on the Subcontractor(s) change work. Therefore: (12) = (10) + (11).
Total for Service Providers Line Item (13):	This amount is the total of the quotations from the Service Provider(s) working on the change work.

<p>Prime Contractors Overhead &amp; Profit Line Item (14):</p>	<p>The percentage multiplier for Prime Contractor’s O.H. &amp; Profit for coordination and administration of Service Provider’s change work is set at a maximum of 10%. Therefore: (14) = 10% X (13).</p>
<p>Subtotal Line Item (15):</p>	<p>This amount is the sum of the subtotal of the Service Provider(s) quotation(s) and the Prime Contractor’s overhead and profit on the Service Provider(s) change work. Therefore: (15) = (13) + (14).</p>
<p>Equipment/Miscellaneous:</p>	<p><b>Unallowable costs:</b>                  The Contractor’s cost for utility vehicles and other items such as pickup trucks, vans, flatbed trucks, storage trailers, containers, etc. that are already in use or planned for use on the entire project will not be allowed. Additionally, no charges will be allowed for hand tools, minor equipment, simple scaffolds (one level high), etc. or downtime due to repairs and maintenance of the equipment.</p> <p>Tools and equipment having a purchase price for a new item or equivalent item of less than one thousand dollars (\$1,000.00) are not allowed.</p> <p>The assessment of any overhead and/or profit on any miscellaneous items is prohibited.</p> <p><b>Allowable costs:</b>                  Equipment (Rentals):                  Rental charges for heavy or specialized equipment at up to 100% of the cost of the rental shall be an allowable reimbursable cost. Documented rate schedules, BlueBook Rental Rates, quotations should be attached. Itemized costs shall be identical to the costs included on the Form 96. If the itemized cost is a fraction thereof or a combination of items added together, then supporting documents should show such calculations clearly.</p> <p>Rental charges for heavy or specialized equipment at up to 100% of the cost of the rental shall be an allowable reimbursable cost. Documented rate schedules, BlueBook Rental Rates, quotations should be attached. Itemized costs shall be identical to the costs included on the FCO Form 96. If the itemized cost is a fraction thereof or a combination of items added together, then supporting documents should show such calculations clearly.</p> <p>Equipment (Contractor-Owned):                  Charges for Contractor-owned heavy or specialized equipment at up to 100% shall be allowed based on a “depreciation” or “use allowance” method. Both methods may not be combined. Contractor may be subject to submission of documents showing how depreciation or use allowance was derived.</p> <p><b>Miscellaneous:</b>                  Allowable miscellaneous costs shall include fees for transporting, permits, licenses, airline tickets, specialty testing, parking, etc. Also allowed are costs for insurance for extended general liability, property damage, builder’s risk or</p>

	<p>specialty coverage. The University requires supporting documents for all miscellaneous costs. Itemized costs shall be identical to the costs included on the FCO Form 96. If the itemized cost is a fraction thereof or a combination of items added together, then supporting documents should show such calculations clearly. Acceptable documentation includes invoices, quotations, estimates, etc.</p> <p>If additional space is required, continue the Equipment/Miscellaneous listings on a separate sheet and attach it to the COP.</p>
Total for Equipment/Miscellaneous Line Item (16):	This amount is the total of the reimbursable costs for equipment and miscellaneous items.
Total Line Item (17):	This amount is the total costs of Materials, Labor, Subcontractor Work, Service Provider, and Equipment/Miscellaneous items. Therefore: $(17) = (9) + (12) + (15) + (16)$ .
Bond Fee Line Item (18):	The maximum bond fee is 1.0%, and is applied to the total change work cost. Therefore: $(18) = \text{___}\% \times (17)$ . (NOTE: Bond fees are NOT normally allowed for subcontractors UNLESS the cost for the sub's work is the major part of the project or required by GC to be bonded).
General Excise Tax Line Item (19):	This General Excise Tax percentage multiplier is fixed at 4.712% and 4.166% for Maui County. It is applied to the total change order MINUS the Subcontractor(s) change work costs. Therefore: $(19) = ((17) + (18) \text{ minus } (10)) \times 4.712\%$ .
Total for this Change Order Line Item (20):	This is the total cost for the proposed change work. Therefore: $(20) = (17) + (18) + (19)$ .
Time Extension Requested:	This is the Contractor's estimate of the time (in consecutive calendar days) it would take to do the change work. If no additional days are required, a "0" should be inserted. NOTE: There will be no "Time Extension Request" allowed for Construction Time. Contract Time can only be extended if it is reflected on the critical path.
Company:	The name of the Contractor.
Signature:	The signature of the agent authorized to sign for the Contractor. Electronic signatures are allowed.
Name/Title:	The typed or printed name of the signer, and their title.