SECTION  – change orders

1. General
   1. CHANGES IN THE WORK
      1. The following shall govern changes in the work.
      2. Written instructions, with or without revised Drawings, or drawings additional to the Contract Documents, or both will be issued to the Contractor for proposed changes in the work. The written instructions will indicate whether the changes in the work are to be performed immediately or after the cost of changes is agreed upon. Work which is to proceed immediately shall have a mutual agreed to budget figure where applicable.
      3. The Contractor shall submit his quotation within ten (10) working days with full documentation for the changes in a detailed breakdown as determined by the Consultant as will allow the Consultant to ascertain the accuracy of amounts involved.
      4. The Contractor shall review all cost submissions to ensure their accuracy and/or conformance to unit costs if applicable prior to submission to the Consultant.
      5. In the event of a change to the work carried out by the Contractor's own forces plus the total amount for extras will include the cost, plus 10% for the Contractor's supervision, overhead expenses, and profit on additional work by his own forces only after all credits for each item included in the change order have been deducted.
      6. In the event of a change to the work carried out by Subcontractors where the Contractor submits quotations from his Subcontractors, the Consultant reserves the right to call for detailed breakdowns including material invoices and labour time sheets. The Subcontractors will be permitted to add no more than 10% for overhead and profit on additional work only after all credits for each item included in the change orders have been deducted. The Contractor's mark-up for such subtrade work shall be 5%.
         1. The Contractor shall inform all his subcontractors of these terms.
      7. Overhead for changes in the work shall include all indirect costs, but not restricted to, site superintendence, subtrade attendance, plant, and equipment, including operators, site offices, storage compounds, cleaning and the like; first aid; timekeeping; security; all temporary services; office administration; processing correspondence, changes, shop drawings and the like; costing and accounting; payroll; technical staff, building permit and statutory fees; insurance and bonds; scheduling.
      8. Profit for changes in the work is the remuneration to the Contractor and the Subcontractors and is to apply to the sum of the actual cost and overhead.
      9. Where provided for, unit prices for additions and deletions to the work shall be those as approved by the Owner. Unit prices include all overhead and profit changes.
      10. Where the Contractor or any Subcontractor proceeds with any change on a time and material basis, daily time sheets and material slips shall be submitted. The application for a final change order must be accompanied by these time sheets, materials slips, and a breakdown.
      11. Where the Owner and Contractor cannot mutually agree upon the cost or evaluation of a given change, the Contractor, upon receiving written directions from the Owner, shall proceed with the required change without delaying the work and the evaluation of the change will be submitted for arbitration at the completion of the Project.
      12. Owner and Consultant shall have twenty-one (21) working days in which to review and approve Contractor's quotations for changes to the work.
      13. The Consultants at time to time may issue job instructions solely for the purposes of clarifying drawings and specifications. As such Contractor shall not be permitted to apply costs against these job instructions.
      14. In the event of large scope changes, the Contractor and Subcontractors agree to negotiate the unit prices to a lesser amount than those previously tendered.
2. Products

Not Used

1. Execution

Not Used

END OF SECTION