**REQUEST FOR PROPOSAL (RFP)**

RFP # \_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please submit an itemized cost breakdown, for changes in contract sum and contract time, resulting from the following proposed modification(s) to the Contract Documents. All cost breakdowns exceeding $1000.00 must be itemized for material cost and hourly or unit labor cost. Labor hourly or unit costs are to include ALL overhead and burden (including travel, shop time, handling, mobilization, safety, etc) costs. Do not include an itemized or general mark up for overhead and burden costs on labor at the bottom of page.

PLEASE SUBMIT COST BREAKDOWN IN TEN (10) DAYS OR LESS

SUBJECT:

If no change in contract time, state “none” here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no change in contract amount, state “none” here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If either or both above items are noted “none”, please return this form within five (5) days.

ARCHITECT/ENGINEER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REPRESENTATIVE

cc: A/E File

 Project Manager, OSE Pierre

 All Prime Contractors

 OSE Field Rep. File