|  |  |  |
| --- | --- | --- |
| **CONTRACTOR’S PROPOSAL FOR SUBCONTRACTOR CHANGE** | Contract No.: |       |
| **NOTE:** This form is to be used for “Single-Contract” projects, i.e., those exempt from Wicks Law or those with Project Labor Agreements. |
| **SECTION 1 – Contractor’s Information** |
| Name and Address: | Project Description: *(Project Title, Facility Name and Address)* | Total Contract Amt: |
|  |  | $      |
|  |  |  |
| Federal ID No.  |  |  |
| **SECTION 2 – Proposed Change** |
| Nature of proposed change:*(check all that apply)* | [ ]  ***Substitution*** of new subcontractor for current subcontractor – complete Sections 3, 4 and 5.[ ]  ***Addition*** of new subcontractor – complete Sections 4 and 5.[ ]  Modify Subcontractor’s Contract Amount – show proposed amount in Sections 3 and/or 4, and complete 5. |
| Provide justification for proposed change (e.g., change in project specifications, material costs, subcontractor status, etc.): |
|  |
| **SECTION 3 – *Current* Subcontractor’s Information** |
| Name and Address: | General Description of Work: | Subcontractor’s Contract Amt: |
|  |  | Current | Proposed |
|  |  | $      | $      |
| Federal ID No.  |  |  |  |
| Category of Work:*(check one)* | [ ]  Plumbing and Gas Fitting [ ]  Steam Heating, Hot Water Heating, Ventilating and AC Apparatus[ ]  Electric Wiring and Standard Illuminating Fixtures |
| **SECTION 4 – *Proposed* Subcontractor’s Information** |
| Name and Address: | General Description of Work: | Subcontractor’s Contract Amt: |
|  |  | Current | Proposed |
|  |  | ----- | $      |
| Federal ID No.  |  |  |  |
| Category of Work:*(check one)* | [ ]  Plumbing and Gas Fitting [ ]  Steam Heating, Hot Water Heating, Ventilating and AC Apparatus[ ]  Electric Wiring and Standard Illuminating Fixtures |
| **SECTION 5 – Approvals** |
| **Contractor’s Authorized Representative:** | **NYS OGS Design and Construction:** |
| Signature | Date (required) | Signature of Contracting Officer | Date (required) |
| Printed Name | Phone No. | Printed Name | Phone No. |

Distribution: CADM

Engineer-In-Charge

Contractor