|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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