VENDOR CHANGE ORDER REQUEST REQUIREMENTS

Subcontracts and Purchase Orders

A. AUTIELLO CONSTRUCTION
New York • Providence • Boston

This procedure outlines the information A. Autiello Construction Co., Inc. (AACC) requires when a subcontractor, material supplier, or professional services provider requests a change to the contract scope, time, or cost. Change order request proposals apply to both subcontracts and purchase orders.

1. Time Limitations on Submissions

Time limitations for submitting change order proposals are governed by the requirements of the project manual. In the absence of a project manual, the subcontractor or supplier will be entitled to ten (10) days from the date the change is identified or directed to submit a proposal. If additional time is required, a request must be made and approved in writing.

2. Obtain Prime COR#

Prior to submitting a Change Order request, subcontractors and material suppliers are required to contact their A. Autiello Construction Co. Project Manager. The AACC Project Manager will issue a Prime COR#. Proposals will only be accepted that have a Prime COR# issued.

3. Required Information

Each proposal must include the following:

A. Description of the Change

- Clear description of the work being added, deleted, or modified.
- Reference to the related contract documents, drawings, specifications, or RFI.
- Reason for the change (owner request, design revision, field condition, etc.).

B. Cost Breakdown

Provide a detailed cost breakdown that supports the proposed amount:

- Labor — hours, rates, and total by classification.
- Materials — quantities, unit prices, and total (include supplier quotes when available).
- Equipment — type, hours or days, and rates.
- Subcontractor or supplier costs (if applicable), with supporting quotes.
- Markups — overhead, profit, and any applicable taxes, stated separately.

Change proposals shall include only the incremental change in time and cost required to complete the scope of the work described in the change proposal. The original or current contract sum shall not be included on the change proposal.

C. Schedule Impact

The schedule impact must include the following:

- Days required to procure and receive the materials / resources necessary to complete the work.
- Number of days to complete the work.
- Whether the work is to be completed on normal working hours, weekend, nights, or other overtime.
- Advise if the work is to be completed in multiple phases.

D. Supporting Documentation

- Revised sketches, markups, or excerpts of drawings (if applicable).
- Supplier or subcontractor quotes.
- Photos or other evidence of field conditions (when relevant).

4. Approval Process

1. AACC will provide a preliminary review of the proposal for completeness. If it is complete, AACC will include the vendor's request in a Prime Change Order Request.
2. AACC will submit the Prime COR to the owner's representative and architect for review and comment.
3. If revisions are requested, AACC will notify the vendor for a revision to the proposal (proposal should be clearly marked with a revision number and date), and then resubmit to the owner.

4. If the Prime COR is accepted, AACC will issue a Subcontract Change Order, or a Revised / Amended Purchase Order.

5. Validity and Authorization

After receiving a Prime COR# from your AACC Project Manager, vendors are required to submit a change order proposal in writing. AACC will not sign, or provide e-mail / verbal acceptance of your change proposal. Modification to the contract terms shall only be made possible through a formal Subcontract Change Order or a revised Purchase Order.

6. Example Change Order

The following is an example of the information that should be included with a change order proposal. You may use your own format as long as the required information is provided.

Field	Example / Information Required
Prime COR#	COR-2026-014
Project Name / Number	Miriam Hospital Generator / 202504
Company / Proposal #	ABC Electrical / PCO-089
Description of Change	Add 2 additional circuits for new generator annunciator panel per RFI-042.
Reason for Change	Owner request / design revision
Procurement Days	5 days
Days to Complete Work	2 days
Work Hours	Normal working hours
Phases	1

Item / Labor Classification	Quantity	Unit	RT / OT / Other	Rate	Total
Master Electrician	16	Mhrs	RT	$85	$1,360.00
2” Conduit	10	Lft	—	$4.20	$420.00
20’ Scissor Lift	1	Dy		$100.00	$100.00
Overhead and Profit	10	%			$188.00
Total Proposed Amount					**$2,068.00**

7. Questions

Direct questions to your Project Manager or to:

Accounting, Contract, and Insurance Administration
Attention: Edward Davis
125 Carlsbad Street
Cranston, RI 02920
Phone: (401) 942-6822 x209
Email: e.davis@autielloconstruction.com