APPENDIX I

RFI, COST OF CHANGE WORKSHEET, ATTIC STOCK FORM
RFI – Request for Information

RFI# ________    Sheet 1 of 1

Date: ________    Project ____________

INITIATED BY: ________________________________

DRAWING No. ____________________    SPEC. SECTION ____________________

TOPIC: ________________________________

RESPOND BY: ______________________________

DESCRIPTION: _______________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

ATTACHMENTS: ________________________________________________________________

Reason(s) for RFI and any expedited response time: ______________________________________

_____________________________________________________________________________

INITIATOR’S SIGNATURE & TITLE: ____________ DATE: ____

RESPONSE: _________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

ATTACHMENTS: ________________________________________________________________

RESPONDANT’S SIGNATURE & TITLE: ____________ DATE: ____

RFI# ________    Sheet 2 of 2

Date: ________    Project ____________

Upon receipt of response, please check the appropriate statement and return to the project expeditor within 7 calendar days.

______ This RFI Does Not affect the Contract Price or Completion date.

______ This RFI May affect the Contract Price or Completion date.

CONTRACTOR’S SIGNATURE & TITLE: ____________ DATE: ____

NOTE: 1. Designer or Contractor may initiate RFI form.

2. If RFI affects Contract price or Completion date the contractor is to provide cost within 14 calendar days of receipt of this RFI.
QUOTATION FORMAT FOR CHANGES IN THE WORK

This format shall be used to request changes in the Work in accordance with Article 19.

Where unit prices shown on the Form of Proposal apply, they shall be used to determine the amount of addition to or deduction from the Contract price as called for in Article 19, Paragraph C (1) and not in this format.

All additions and deductions to the Contract price not covered by unit prices resulting from changes in the Work shall be determined by the following format:

Please submit an itemized quotation within 14 days for the proposed modification to the Contract. Documents described herein, indicating changes in the contract sum and/or time incidental to this request. THIS IS NOT AN AUTHORIZATION TO PROCEED WITH WORK DESCRIBED NOR A CHANGE ORDER.

(1) FOR THE ______________________________ __________ CONTRACT WORK

   Description of items (breakdown including quantity, labor, and materials)

   __________________________________________________________________________

   __________________________________________________

(2) Rent of equipment (list separate)

   Performance Bond adjustment  ______________

   Worker’s Compensation Insurance  ______________

   Social Security and Old Age Benefits  ______________

   Pro rata charges for foremen  ______________

   Sub-total  ______________

(3) Subcontract work (when required)  ______________

   Sub-total  ______________

(4) Contractor's overhead and profit  ______________

   Sub-total  ______________

Sales tax (on Material and Equipment only)

Total Quotation  ______________

(1) Insert type of Contract such as General, Electrical, Plumbing, Mechanical, etc.

(2) Shall be in accordance with AED schedule - submit copy.

(3) When work is to be performed by a Subcontractor, a like breakdown shall be included.

(4) See Article 19 for percentage and when overhead and profit is allowed.
### ATTIC STOCK SUMMARY

<table>
<thead>
<tr>
<th>SPEC. SECTION &amp; PARA.</th>
<th>MATERIAL TYPE / DESCRIPTION</th>
<th>TOTAL SQ. FT. INSTALLED</th>
<th>% OF TOTAL REQUIRED</th>
<th>CERTIFIED BY DESIGNER</th>
<th>RECEIVED BY UNIVERSITY</th>
</tr>
</thead>
</table>

Note: This form is to be filled out by the contractor and submitted to the University and Designer prior to the final inspection.