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

<table>
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<tr>
<th>Description of items (breakdown including quantity, labor, and materials)</th>
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(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>
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<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>
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Note: This form is to be filled out by the contractor and submitted to the University and Designer prior to the final inspection
Project Name  Closeout Timeline

Closeout Documents

1. **O&M Manuals**
   - In CM/Sub Court
   - Approved

2. **Owner Training** (list all required training)

3. **As Built Drawings** (list all disciplines)

Attic Stock  (attach a separate summary)

Punch List

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<tr>
<th>Area / Floor</th>
<th>Punch Complete</th>
<th>Signed Off</th>
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Financial

Current Status:

- RCOs Approved – Pending Change Order ..................
- RCOs Submitted – Pending designer Comments ........
- RCOs Needing Team Discussion to Close ................
- **Total RCO’s Remaining for Closure** ..................

Pending Issues

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