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CCB 163467

CHANGE ORDER / BILLING POLICY

Change Orders

- 1.) If the Subcontractor experiences a condition that in their opinion is outside their scope of work immediately notify the Project Superintendent.
- 2.) The Superintendent will first review the plans and specifications with Subcontractor or your representative to determine if we proceed to the next step (RFI).
- 3.) The Superintendent with the Subcontractor's assistance will draft and submit an RFI to the Design team. In rare cases where the work needs to be done immediately, the Project Manager can authorize the work. In these cases the Superintendent will track the labor and materials used to perform the work on a Work Order and have the subcontractor sign each day to document (The Work Orders become a back up document to support the future change). Once again this is the exception and not the rule.
- 4.) Based on the RFI response the Project Manager will issue a Change Order Proposal to the Owner. Included in the COP is the subcontractor proposal, RFI responses, email traffic, photo's and related back up documents.
- 5.) Change Proposal Requests must be responded to within 48 hours.
- 6.) After Design team / Owner approval, the Project Manager will issue a Subcontractor Change Order (see an example attached) for you to sign and send back before the work can commence.

Progress Billing

- 1.) Payment application must be received by the 20th of each month and be submitted on a BGCI pay application form. Pay applications can be emailed to billing@baldwingeneral.com
- 2.) Schedule of values must accompany payment application
- 3.) Conditional lien release must accompany each payment application
- 4.) Unconditional lien release to be returned after payment received
- 5.) Payment is expressly conditioned upon contractor receipt from the Owner as set forth in Article IV of the subcontract

Public Work Projects

- 1.) Certified payroll reports or a no work statement is required with each invoice. The forms can be downloaded at: <http://www.dol.gov/whd/forms/wh347.pdf>
- 2.) Invoices submitted without CPR will require 25% retention as required by the Owner's agreement until they can be provided. (If you need assistance with these forms Wendy can help you).