

Administrative Services Portfolio

Staff Experience & Education

- Principle – 38 ½ years – NYC & Long Island
- Estimating - Commercial
- Estimating - Residential
- Architecture
- Engineering
- Construction Management
- General Contracting
- Design-Build
- New Construction
- Renovation
- Restoration
- Data & Analytics (Masters)
- Software

Excel

PlanSwift

Bluebeam

Power Bi

AutoCad

Revit

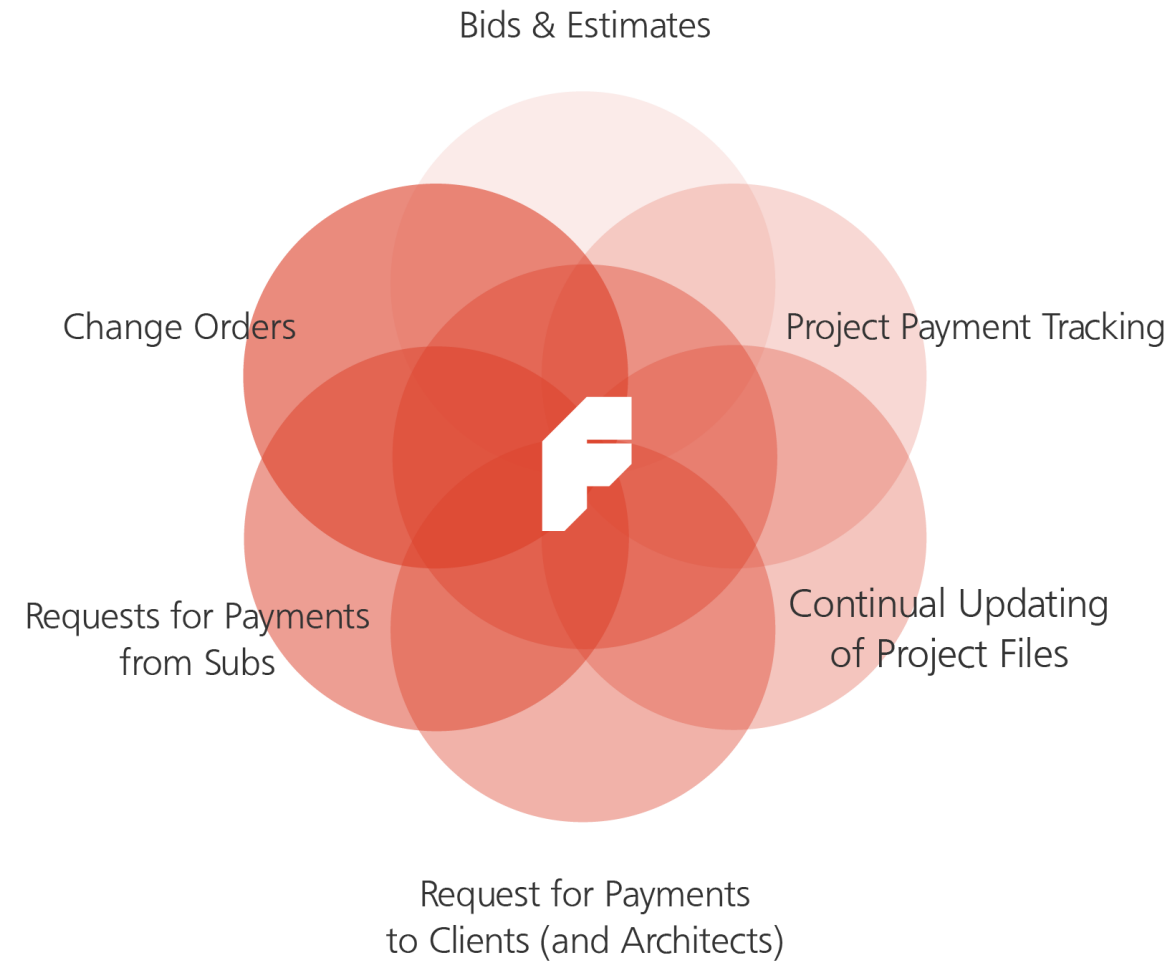
FACT is the culmination of the trust and confidence our clients and the success our process brings to each project. We continue to exceed expectations and provide the highest level of construction estimating, bid preparation, and administrative services the industry has to offer.

Fair

Accurate

Comprehensive

Thorough



Have peace of mind, clarity, and work without being burdened by the litany of paperwork required for small, medium, and large projects.

- FACT becomes the Office for your construction company
- All Constructon Paperwork Processing
- RFI – Requests For Information
- RFP – from Sub Contractors & Suppliers
- RFP to Clients

- Money Tracking – state of the art spreadsheets following all transactions
- Contracts
- Lien Releases
- Purchase Orders
- Change Orders



PROJECT MONEY TRACKING

Specialized spreadsheets are created often as a continuation of the original FACT Reports and Bid Preparation Services. Budget costs are tracked in real time and applied to RFP's (Requests for Payments) so there is a crystal-clear understanding of why funds are requested and how they are expected to be applied to the project.



REQUESTS FOR PAYMENT – RFP'S

Subcontractors and Suppliers Request Payments by filing out a FACT RFP Chart. In turn this information is utilized to create a RFI to the Clients. Each Request requires approvals for release of funds. The system takes all guess work and ambiguity out of the equation shows each facet of the requests along the way.



LIEN RELEASES

Each payment requires execution, notary, and signature from the recipient to legally absolve the owner of responsibility to pay funds above and beyond what has been arranged and agreed upon.



CHANGE ORDERS - CO

Construction project wants and needs lead to changes to the original budget. Change Orders are thoroughly reviewed to ascertain what the new scope is, why it is being applied to the project budget, and how much the overall impact will be to the project costs. This can occur in every category of construction and is tracked regularly.



CONTRACTS & AGREEMENTS

Subcontractors, suppliers, owners, general contractors, etc. all have a form of agreement to provide services in exchange for funds. Formal signoffs and paperwork are put together with a clear understanding of responsibilities, tasks, and expectations.



REQUESTS FOR INFORMATION - RFI'S

Combining numerous offices and information is a necessary part of the construction process. Regular communication is a key ingredient to success. FACT combines all the information and efforts made from each office so there is a clear and cohesive understanding of what information needs to be exchanged and applied to the projects.

RFP to Client - Summary

Original Contract	\$9,276,055.16
Change Orders	\$0.00
Change Order P+O	\$0.00
Total	\$9,276,055.16

Original Cost - 11/11/21	Cost Differential	Div	Trade	Adjusted Cost	Direct Pay	Adjusted Bal.	Request #3	Request #4	Total Requested	Remaining Balance	% Paid	
\$331,955.50	\$13,784.50	1	General Conditions	\$345,740.00	\$0.00	\$345,740.00	\$52,875.28	\$16,891.39	\$83,766.67	\$261,973.33	24%	General Conditions
\$120,300.00	\$0.00	2	Demolition	\$120,300.00	\$0.00	\$120,300.00	\$0.00	\$0.00	\$120,300.00	\$0.00	100%	Demolition
\$19,936.00	\$47,000.00	3	Excavation & Septic	\$66,936.00	\$0.00	\$66,936.00	\$19,936.00	\$0.00	\$19,936.00	\$47,000.00	30%	Excavation & Septic
\$541,450.50	-\$22,970.00	4	Concrete & Masonry	\$518,480.50	\$0.00	\$518,480.50	\$107,530.00	\$104,537.50	\$212,067.50	\$306,413.00	41%	Concrete & Masonry
\$1,590,250.55	-\$190,310.00	5	Framing -Steel - Material	\$1,399,940.55	\$0.00	\$1,399,940.55	\$210,455.00	\$338,198.39	\$548,653.39	\$851,287.16	39%	Framing - Material
\$366,500.00	\$0.00	6	Roofing & Flashing	\$366,500.00	\$0.00	\$366,500.00	\$0.00	\$0.00	\$0.00	\$366,500.00	0%	Roofing & Flashing
\$594,430.00	\$26,581.68	7	Windows & Doors	\$621,011.68	\$0.00	\$621,011.68	\$115,332.50	\$0.00	\$115,332.50	\$505,679.18	19%	Windows & Doors
\$740,545.05	\$0.00	8	Siding & Exterior Millwork	\$740,545.05	\$0.00	\$740,545.05	\$0.00	\$0.00	\$0.00	\$740,545.05	0%	Siding & Exterior Millwork
\$220,800.00	\$0.00	9	Plumbing	\$220,800.00	\$0.00	\$220,800.00	\$0.00	\$0.00	\$0.00	\$220,800.00	0%	Plumbing
\$480,000.00	\$0.00	10	HVAC	\$480,000.00	\$0.00	\$480,000.00	\$0.00	\$0.00	\$0.00	\$480,000.00	0%	HVAC
\$417,502.45	\$92,070.20	11	Electrical	\$509,572.65	\$0.00	\$509,572.65	\$10,500.00	\$0.00	\$14,130.20	\$495,442.45	3%	Electrical
\$39,450.00	\$0.00	12	Insulation	\$39,450.00	\$0.00	\$39,450.00	\$0.00	\$0.00	\$0.00	\$39,450.00	0%	Insulation
\$120,000.00	\$0.00	13	Drywall	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$0.00	\$120,000.00	0%	Drywall
\$534,251.48	\$0.00	14	Millwork & Stairs	\$534,251.48	\$0.00	\$534,251.48	\$0.00	\$0.00	\$0.00	\$534,251.48	0%	Millwork & Stairs
\$239,268.70	\$0.00	15	Flooring	\$239,268.70	\$0.00	\$239,268.70	\$0.00	\$0.00	\$0.00	\$239,268.70	0%	Flooring
\$206,881.50	\$0.00	16	Tile & Stone	\$206,881.50	\$0.00	\$206,881.50	\$0.00	\$0.00	\$0.00	\$206,881.50	0%	Tile & Stone
\$91,225.00	\$0.00	17	Fixtures / Hardware / Appliances	\$91,225.00	\$0.00	\$91,225.00	\$0.00	\$0.00	\$0.00	\$91,225.00	0%	Fixtures / Hardware / Appliances
\$213,552.00	\$0.00	18	Painting (new)	\$213,552.00	\$0.00	\$213,552.00	\$0.00	\$0.00	\$0.00	\$213,552.00	0%	Painting (new)
\$129,304.00	-\$31,280.00	19	Labor matrix	\$98,024.00	\$0.00	\$98,024.00	\$17,760.00	\$0.00	\$17,760.00	\$80,264.00	18%	Labor matrix
\$1,349,713.00	\$0.00	20	Misc.	\$1,349,713.00	\$0.00	\$1,349,713.00	\$0.00	\$0.00	\$0.00	\$1,349,713.00	0%	Misc.
\$8,347,315.73	-\$65,123.62			\$8,282,192.11	\$0.00	\$8,282,192.11	\$534,388.78	\$459,627.28	\$1,131,946.26	\$7,150,245.85	14%	
		21	Original Contract P+O + Ins.	\$993,863.05			\$112,143.07	\$56,071.54	\$184,766.23	\$809,096.83	19%	
			Change Order	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	
			Change Order P+O	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	
				\$9,276,055.16			\$646,531.85	\$515,698.81	\$1,316,712.48	\$7,959,342.68	14%	

RFP to Client - Details

Project: SAMPLE																
Date:																
Estimator:																
Revision(s):																
****allowances****																
								Direct Payments	Adj. Balance	Request #3	Request #4	Total Requested	Balance	% Req		
										2/16/2022	4/18/2022					
trades	description		h	w	l	qty	price	sub total	total							
Div 01	gen cond															
		general conditions materials				1	\$10,650.00	\$10,650.00			\$10,650.00	\$1,597.50	\$1,597.50	\$3,195.00	\$7,455.00	30%
		30 Yd dumpsters				35	\$870.00	\$30,450.00			\$30,450.00	\$3,480.00	\$873.00	\$4,353.00	\$26,097.00	14%
		comm. clean-up				2	\$4,500.00	\$9,000.00			\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%
		site protection				1	\$4,500.00	\$4,500.00			\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
		porta sans				24	\$225.00	\$5,400.00			\$5,400.00	\$900.00	\$270.00	\$1,170.00	\$4,230.00	22%
		site trailer				1	\$5,240.00	\$5,240.00			\$5,240.00	\$2,620.00	\$262.00	\$2,882.00	\$2,358.00	55%
		silt fence				1	\$25,000.00	\$25,000.00			\$25,000.00	\$13,000.00	\$0.00	\$25,000.00	\$0.00	100%
		construction entrance				1	\$1,800.00	\$1,800.00			\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	\$0.00	100%
		temp fencing				1	\$2,000.00	\$2,000.00			\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	100%
		staging & scaffolding (site safety)				0	\$25,000.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		additional permit fees				1	\$700.00	\$700.00			\$700.00	\$700.00	\$0.00	\$700.00	\$0.00	100%
		expediting permit fees				1	\$1,000.00	\$1,000.00			\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100%
		Con. Mngt (up to 18 months)				1	\$250,000.00	\$250,000.00			\$250,000.00	\$27,777.78	\$13,888.89	\$41,666.67	\$208,333.33	17%
								\$345,740.00	gc	\$0.00	\$345,740.00	\$52,875.28	\$16,891.39	\$83,766.67	\$261,973.33	gc
Div 02	demolition															
		demo				1	\$120,300.00	\$120,300.00			\$120,300.00	\$0.00	\$0.00	\$120,300.00	\$0.00	100%
								\$120,300.00	demo	\$0.00	\$120,300.00	\$0.00	\$0.00	\$120,300.00	\$0.00	demo
Div 03	excavation & septic															
		excavation, main house				1	\$19,936.00	\$19,936.00			\$19,936.00	\$19,936.00	\$0.00	\$19,936.00	\$0.00	100%
		septic ****budget allowance****				1	\$47,000.00	\$47,000.00			\$47,000.00	\$0.00	\$0.00	\$0.00	\$47,000.00	0%
								\$66,936.00	excav	\$0.00	\$66,936.00	\$19,936.00	\$0.00	\$19,936.00	\$47,000.00	excav-septic
Div 04	foundation - masonry															
		waterproofing				1	\$2,750.00	\$2,750.00			\$2,750.00	\$0.00	\$2,750.00	\$2,750.00	\$0.00	100%
	4/20/2022	foundations				1	\$407,150.00	\$407,150.00			\$407,150.00	\$107,530.00	\$101,787.50	\$209,317.50	\$197,832.50	51%
		fireplaces & chimneys				2	\$35,000.00	\$70,000.00			\$70,000.00	\$0.00	\$0.00	\$0.00	\$70,000.00	0%
		vener stone on piers (w/ landscaping)				0	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		cultured stone (w/ landscaping)				0	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		retaining walls veneer (w/ landscaping)				0	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		stucco				1	\$16,724.25	\$16,724.25			\$16,724.25	\$0.00	\$0.00	\$0.00	\$16,724.25	0%
		stone steps (w/ landscaping)				0	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		wall caps (w/ landscaping)				0	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		custom slate chimney veneer ****budget allowance****				67.25	\$325.00	\$21,856.25			\$21,856.25	\$0.00	\$0.00	\$0.00	\$21,856.25	0%
								\$518,480.50	conc-mas.	\$0.00	\$518,480.50	\$107,530.00	\$104,537.50	\$212,067.50	\$306,413.00	fnd-mason
Div 05	framing - Steel															
	2/23/2022	steel				1	\$258,750.00	\$258,750.00			\$258,750.00	\$116,875.00	\$0.00	\$116,875.00	\$141,875.00	45%
		framing material				1	\$547,193.55	\$547,193.55			\$547,193.55	\$0.00	\$136,798.39	\$136,798.39	\$410,395.16	25%
	4/20/2022	helical pilings				1	\$208,530.00	\$208,530.00			\$208,530.00	\$93,580.00	\$114,950.00	\$208,530.00	\$0.00	100%
	4/20/2022	framing labor				1	\$345,800.00	\$345,800.00			\$345,800.00	\$0.00	\$86,450.00	\$86,450.00	\$259,350.00	25%
		dropped plenum				1	\$39,667.00	\$39,667.00			\$39,667.00	\$0.00	\$0.00	\$0.00	\$39,667.00	0%
								\$1,399,940.55	materials	\$0.00	\$1,399,940.55	\$210,455.00	\$338,198.39	\$548,653.39	\$851,287.16	frame-steel

Div 06	roofing & flashing												
	roofing	1	\$277,000.00	\$277,000.00		\$277,000.00	\$0.00	\$0.00	\$0.00	\$277,000.00	0%		
	metal flashing	1	\$89,500.00	\$89,500.00		\$89,500.00	\$0.00	\$0.00	\$0.00	\$89,500.00	0%		
					\$366,500.00	roofing & flashing	\$0.00	\$366,500.00	\$0.00	\$0.00	\$0.00	\$366,500.00	roof-flash
Div 07	windows & doors												
	2/24/2022	Leblond windows	1	\$480,661.68	\$480,661.68	\$480,661.68	\$115,332.50	\$0.00	\$115,332.50	\$365,329.18	24%		
		front door allowance	1	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0%		
	2/14/2022	window & door install- custom epdm pan system	1	\$97,850.00	\$97,850.00	\$97,850.00	\$0.00	\$0.00	\$0.00	\$97,850.00	0%		
		garage doors ****budget allowance****	3	\$7,500.00	\$22,500.00	\$22,500.00	\$0.00	\$0.00	\$0.00	\$22,500.00	0%		
					\$621,011.68	windows & doors	\$0.00	\$621,011.68	\$115,332.50	\$0.00	\$115,332.50	\$505,679.18	wind-doors
Div 08	siding & exterior millwork												
		glass railing - 9/16" low iron	1	\$277,900.00	\$277,900.00	\$277,900.00	\$0.00	\$0.00	\$0.00	\$277,900.00	0%		
		exterior trim - material (inc. fascia, soffit, decking)	1	\$180,645.05	\$180,645.05	\$180,645.05	\$0.00	\$0.00	\$0.00	\$180,645.05	0%		
		siding s+i	1	\$195,000.00	\$195,000.00	\$195,000.00	\$0.00	\$0.00	\$0.00	\$195,000.00	0%		
		siding metal	1	\$87,000.00	\$87,000.00	\$87,000.00	\$0.00	\$0.00	\$0.00	\$87,000.00	0%		
					\$740,545.05	siding & ext mill	\$0.00	\$740,545.05	\$0.00	\$0.00	\$0.00	\$740,545.05	siding-mill
Div 09	plumbing												
		budget	1	\$220,800.00	\$220,800.00	\$220,800.00	\$0.00	\$0.00	\$0.00	\$220,800.00	0%		
		option - Cast Iron Drops	0	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!		
					\$220,800.00	plumbing	\$0.00	\$220,800.00	\$0.00	\$0.00	\$0.00	\$220,800.00	plumbing
Div 10	hvac												
			1	\$480,000.00	\$480,000.00	\$480,000.00	\$0.00	\$0.00	\$0.00	\$480,000.00	0%		
					\$480,000.00	hvac	\$0.00	\$480,000.00	\$0.00	\$0.00	\$0.00	\$480,000.00	hvac
Div 11	electrical												
		electrical distribution & service	1	\$28,000.00	\$28,000.00	\$28,000.00	\$8,000.00	\$0.00	\$8,000.00	\$20,000.00	29%		
		excavation of conduits	1	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0%		
		60kw kohler generator with 600 amp service	1	\$80,440.00	\$80,440.00	\$80,440.00	\$0.00	\$0.00	\$0.00	\$80,440.00	0%		
		small appliance circuits & wiring	1	\$21,700.00	\$21,700.00	\$21,700.00	\$0.00	\$0.00	\$0.00	\$21,700.00	0%		
		electric car charger	1	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%		
		garage wiring	1	\$16,860.00	\$16,860.00	\$16,860.00	\$0.00	\$0.00	\$0.00	\$16,860.00	0%		
		gate wiring allowance	1	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%		
		main house hvac	1	\$24,700.00	\$24,700.00	\$24,700.00	\$0.00	\$0.00	\$0.00	\$24,700.00	0%		
		main house wiring	1	\$178,000.00	\$178,000.00	\$178,000.00	\$0.00	\$0.00	\$0.00	\$178,000.00	0%		
		recessed lighting	1	\$95,000.00	\$95,000.00	\$95,000.00	\$0.00	\$0.00	\$0.00	\$95,000.00	0%		
		pool equipment wiring	1	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%		
		temp power job site	1	\$5,000.00	\$5,000.00	\$5,000.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	50%		
		lp generator	0	\$48,374.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!		
		electrical disconnect	1	\$3,630.20	\$3,630.20	\$3,630.20	\$0.00	\$0.00	\$3,630.20	\$0.00	0%		
		security / alarm system	1	\$19,242.45	\$19,242.45	\$19,242.45	\$0.00	\$0.00	\$0.00	\$19,242.45	0%		
					\$509,572.65	electrical	\$0.00	\$509,572.65	\$10,500.00	\$0.00	\$14,130.20	\$495,442.45	elec
Div 12	insulation												
		*****allowance*****											
		insulation	1	\$39,450.00	\$39,450.00	\$39,450.00	\$0.00	\$0.00	\$0.00	\$39,450.00	0%		
		option- int walls	0	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!		
		option- first floor ceiling	0	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!		
		option- basement ceiling	0	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!		
					\$39,450.00	insulation	\$0.00	\$39,450.00	\$0.00	\$0.00	\$0.00	\$39,450.00	insulation
Div 13	drywall												
		5/8" drywall - 3 coat finish	1	\$93,500.00	\$93,500.00	\$93,500.00	\$0.00	\$0.00	\$0.00	\$93,500.00	0%		
		lights - up to 295 lights	1	\$26,500.00	\$26,500.00	\$26,500.00	\$0.00	\$0.00	\$0.00	\$26,500.00	0%		
		vents - tbd	0	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!		
		2 coats skim finish	0	\$44,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!		
					\$120,000.00	drywall	\$0.00	\$120,000.00	\$0.00	\$0.00	\$0.00	\$120,000.00	drywall

Div	Category	Description	Qty	Unit Cost	Total Cost	Allocated	Committed	Remaining	Actual	Remaining	%		
Div 14	millwork-int & stairs	*****budget allowances*****											
		int trim- material	1	\$22,998.00	\$22,998.00	\$22,998.00	\$0.00	\$0.00	\$0.00	\$22,998.00	0%		
		int door, hardware install & basemolding	1	\$62,586.00	\$62,586.00	\$62,586.00	\$0.00	\$0.00	\$0.00	\$62,586.00	0%		
		int door (qty - 43)	1	\$33,667.48	\$33,667.48	\$33,667.48	\$0.00	\$0.00	\$0.00	\$33,667.48	0%		
		roller shades	18.4	\$2,250.00	\$41,400.00	\$41,400.00	\$0.00	\$0.00	\$0.00	\$41,400.00	0%		
		shower doors	4	\$2,500.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%		
		kitchen cabinetry	1	\$125,000.00	\$125,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0%		
		medicine cabinets	13	\$650.00	\$8,450.00	\$8,450.00	\$0.00	\$0.00	\$0.00	\$8,450.00	0%		
		vanities	7	\$2,500.00	\$17,500.00	\$17,500.00	\$0.00	\$0.00	\$0.00	\$17,500.00	0%		
		vanities - double	4	\$5,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0%		
		basment kitchen cabinetry	10	\$2,200.00	\$22,000.00	\$22,000.00	\$0.00	\$0.00	\$0.00	\$22,000.00	0%		
		closets - large	2	\$5,500.00	\$11,000.00	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0%		
		closets - medium	10	\$2,500.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0%		
		closets - small	2	\$900.00	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0%		
		interior stairs	1	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0%		
		roof cabinetry	10.8	\$1,500.00	\$16,200.00	\$16,200.00	\$0.00	\$0.00	\$0.00	\$16,200.00	0%		
		game lounge reflected ceiling plan	449.3	\$15.00	\$6,739.50	\$6,739.50	\$0.00	\$0.00	\$0.00	\$6,739.50	0%		
		dinning room reflected ceiling plan	153.6	\$15.00	\$2,304.00	\$2,304.00	\$0.00	\$0.00	\$0.00	\$2,304.00	0%		
		formal living room reflected ceiling plan	334.8	\$15.00	\$5,022.00	\$5,022.00	\$0.00	\$0.00	\$0.00	\$5,022.00	0%		
		family room reflected ceiling plan	172.3	\$15.00	\$2,584.50	\$2,584.50	\$0.00	\$0.00	\$0.00	\$2,584.50	0%		
					\$534,251.48	mill-int & stairs	\$0.00	\$534,251.48	\$0.00	\$0.00	mill-stairs		
Div 15	flooring												
		basement tile s+i	1	\$108,886.00	\$108,886.00	\$108,886.00	\$0.00	\$0.00	\$0.00	\$108,886.00	0%		
		first - 5" white oak s+i	1	\$83,299.35	\$83,299.35	\$83,299.35	\$0.00	\$0.00	\$0.00	\$83,299.35	0%		
		second - 5" white oak s+i	1	\$47,083.35	\$47,083.35	\$47,083.35	\$0.00	\$0.00	\$0.00	\$47,083.35	0%		
					\$239,268.70	flooring	\$0.00	\$239,268.70	\$0.00	\$0.00	flooring		
Div 16	tile & stone												
		tile labor	1	\$59,595.00	\$59,595.00	\$59,595.00	\$0.00	\$0.00	\$0.00	\$59,595.00	0%		
		tile material	1	\$101,190.25	\$101,190.25	\$101,190.25	\$0.00	\$0.00	\$0.00	\$101,190.25	0%		
		stone	1	\$46,096.25	\$46,096.25	\$46,096.25	\$0.00	\$0.00	\$0.00	\$46,096.25	0%		
					\$206,881.50	tile & stone	\$0.00	\$206,881.50	\$0.00	\$0.00	tile-stone		
Div 17	fixtures & hardware												
		plumbing fixture	1	\$80,000.00	\$80,000.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	0%		
		hardware- bathroom	9	\$650.00	\$5,850.00	\$5,850.00	\$0.00	\$0.00	\$0.00	\$5,850.00	0%		
		hardware- int door	43	\$125.00	\$5,375.00	\$5,375.00	\$0.00	\$0.00	\$0.00	\$5,375.00	0%		
					\$91,225.00	fixtures	\$0.00	\$91,225.00	\$0.00	\$0.00	fixt-hdw		
Div 18	painting												
		int	13347	\$8.00	\$106,776.00	\$106,776.00	\$0.00	\$0.00	\$0.00	\$106,776.00	0%		
		ext	13347	\$8.00	\$106,776.00	\$106,776.00	\$0.00	\$0.00	\$0.00	\$106,776.00	0%		
					\$213,552.00	painting	\$0.00	\$213,552.00	\$0.00	\$0.00	painting		
Div 19	labor matrix												
		gc labor	1	\$73,024.00	\$73,024.00	\$73,024.00	\$17,760.00	\$0.00	\$17,760.00	\$55,264.00	24%		
		daily clean-ups	1	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0%		
					\$98,024.00	labor matrix	\$0.00	\$98,024.00	\$17,760.00	\$80,264.00	labor matrix		
Div 20	miscellaneous												
		solar	1	\$61,366.00	\$61,366.00	\$61,366.00	\$0.00	\$0.00	\$0.00	\$61,366.00	0%		
		landscape - pool, & other exterior work, drywells	1	\$1,200,000.00	\$1,200,000.00	\$1,200,000.00	\$0.00	\$0.00	\$0.00	\$1,200,000.00	0%		
		central vac	13347	\$1.00	\$13,347.00	\$13,347.00	\$0.00	\$0.00	\$0.00	\$13,347.00	0%		
		appliances	1	\$75,000.00	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0%		
					\$1,349,713.00	misc	\$0.00	\$1,349,713.00	\$0.00	\$1,349,713.00	misc		
					\$8,282,192.11	sub total	\$0.00	\$8,282,192.11	\$534,388.78	\$459,627.28	\$1,131,946.26	\$7,150,245.85	14%
Div 20	p+o / ins	profit & overhead	10%		\$828,219.21		\$93,452.56	\$46,726.28	\$153,971.86	\$674,247.35	19%		
		insurance	2%		\$165,643.84		\$18,690.51	\$9,345.26	\$30,794.37	\$134,849.48	19%		
			12%		\$993,863.05								

Change Order Chart

SAMPLE Builder 63 Main Street
 Southampton, NY 11968

CHANGE ORDER FORM

Project: 63 Main Change Order: DO NOT PROCEED / FOR PRICING ONLY
 Location: 63 Main Street East Hampton Change Order: PROCEED WITH WORK - Requires Proper Approval
 Project Manager: Sam Smith Allowance: Type:
 Superintendent: _____ Contract Extra: Type:
 Date: 01/01/2022 Back Charge: Sub:
 Job #: 4 Safety Violation: Sub:
 Work Order #: 5 Cost: _____

Sample Builder is proceeding with the scope of work (the "Work") outlined below (unless otherwise indicated) and as directed by the undersigned. The undersigned acknowledges that the preparation and execution of a formal Change Order would result in delay or stoppage of the work or would allow a hazardous condition to exist. **Sample Builder** will complete the Work in an expeditious manner and all the costs involved with the Work will be included in a Change Order that shall be submitted to replace this Work Order.

Signed By: _____ Date: _____
 Company: _____

DESCRIPTION OF WORK:

*****SAMPLE ***** TO PRICE THE ATTACHED SKETCH and Spec's

A TOTAL OF 3 2" DIA. HOLES TO BE DRILLED IN • 14X9 STEEL BEAM, (I) AT A MINIMUM OF 2' FROM THE INSIDE OF THE LEFT COLUMN SUPPORT, (I) AT A MINIMUM OF 21 FROM THE INSIDE OF THE RIGHT COLUMN SUPPORT AND (I) AT THE CENTER ZONE OF THE SPAN.
 4 1/4" PLATES WEB STIFFENER WELDED AT SIDES OF 2" DIA. HOLE (4) TOTAL AT EACH LOCATION 12 PER BEAM

INTERNAL NOTES/INSTRUCTIONS:

SUB-CONTRACTOR	NEW SUB	TRADE	ADDITIONAL INFORMATION
ABC Steel	<input type="checkbox"/>	Steel	<input type="checkbox"/> All Work on Overtime <input type="checkbox"/> Portion of Work on Overtime <input type="checkbox"/> Sample Builder Labor Required <input type="checkbox"/> Finished Space / Occupied Area <input type="checkbox"/> Sub-Contractor Comeback Schedule Impact <u>4</u> Weeks <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Division & Date	Trade	Description	CO 1	Total Change Orders	Request #13	Total CO Request	CO Balance from Requested	% Requested	
1	General Conditions								General Conditions
10-May-22	Insurance	5M Umbrella Policy	\$1,800.00	\$1,800.00		\$1,800.00	\$0.00	100%	
	Insurance	Umbrella Policy No to Nov	\$4,941.00	\$4,941.00	\$4,941.00	\$4,941.00	\$0.00	100%	
	Protection	Temporary Windows - Labor & Materials	\$9,454.72	\$9,454.72	\$9,454.72	\$9,454.72	\$0.00	100%	
	Site Storage Container	Product and Material Storage	\$3,222.90	\$3,222.90		\$3,222.90	\$0.00	100%	
3/9/2023	Rental Equip	1-month rental on lull as per window installer	\$4,291.29	\$4,291.29		\$4,291.29	\$0.00	100%	
2/25/2023	Product Containment/Storage	Metal Box (Amazon)	\$1,250.00	\$1,250.00		\$1,250.00	\$0.00	100%	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
2	Demolition								Demolition
				\$0.00		\$0.00	\$0.00	#DIV/0!	
				\$0.00		\$0.00	\$0.00	#DIV/0!	
				\$0.00		\$0.00	\$0.00	#DIV/0!	
				\$0.00		\$0.00	\$0.00	#DIV/0!	
				\$0.00		\$0.00	\$0.00	#DIV/0!	
				\$0.00		\$0.00	\$0.00	#DIV/0!	
				\$0.00		\$0.00	\$0.00	#DIV/0!	
3	Excavation & Septic								Excavation & Septic
17-May-22	Shoring - Steel Sheets	Site work temp retaining wall	\$4,000.00	\$4,000.00		\$4,000.00	\$0.00	100%	
		Additional clearing	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00	100%	
		Backfill for additional pool walls	\$3,000.00	\$3,000.00		\$3,000.00	\$0.00	100%	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
4	Concrete & Masonry								Concrete & Masonry
12/16/2022	Core Drilling	Req. for roof drains due to pipe redirect	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$0.00	100%	
12/20/2022	Rigid Insulation - Slab	Basement slab rigid insulation	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	100%	
3/9/2023	Concrete & Masonry	Additional Swimming pool walls (2)	\$22,870.00	\$22,870.00		\$22,870.00	\$0.00	100%	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
5	Framing - Steel								Framing - Steel
10-May-22	Helicals	Additional (2) & Depth Extensions	\$9,552.00	\$9,552.00		\$9,552.00	\$0.00	100%	
	Deck Extension	Extend deck 1 ft	\$70,348.81	\$70,348.81	\$3,500.00	\$3,500.00	\$66,848.81	5%	
	Steel	Revised shop drawings	\$4,375.00	\$4,375.00	\$4,375.00	\$4,375.00	\$0.00	100%	
4/19/2023	Steel	1 man stiffening wx10x30 beam for pipe penetration	\$550.00	\$550.00		\$550.00	\$0.00	100%	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
7	Windows & Exterior Doors								Windows & Doors
		Windows & doors as per emails	\$87,806.99	\$87,806.99		\$87,806.99	\$0.00	100%	
		Window & door install	\$165,612.00	\$165,612.00		\$49,683.60	\$115,928.40	30%	
		Garage Doors	\$17,100.00	\$17,100.00		\$0.00	\$17,100.00	0%	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
8	Siding & Exterior Millwork								Siding & Exterior Millwork
		Kebony clear grad cladding sample	\$1,291.16	\$1,291.16	\$1,291.16	\$1,291.16	\$0.00	100%	
		Kebony T & G Sample	\$753.60	\$753.60	\$753.60	\$753.60	\$0.00	100%	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
9	Plumbing								Plumbing
5/11/2022	Well water /Electric / H Frame	Irrigation water 200ft depth	\$19,340.00	\$19,340.00		\$0.00	\$19,340.00	0%	
12/25/2021	Street Water - SCWA	Suffolk County Water Authority	\$14,453.00	\$14,453.00		\$0.00	\$14,453.00	0%	
1/30/2023		Cast iron waste for 3 baths over Ir & dr	\$7,500.00	\$7,500.00		\$7,500.00	\$0.00	100%	
3/9/2023		Leak defense	\$6,918.00	\$6,918.00		\$6,918.00	\$0.00	100%	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
10	HVAC								HVAC
	Heating	Temp Heat - 1 Rheem Boiler	\$2,800.00	\$2,800.00		\$2,800.00	\$0.00	100%	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
11	Electrical								Electrical
2/20/2023	Alarm	Insurance Company Security Requests	\$5,689.00	\$5,689.00		\$5,689.00	\$0.00	100%	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
19	Misc.								Misc.
1/24/2023	Pool	Add extra frame at exposed wall & 80 yards of gravel	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$0.00	100%	
4/26/2023	Trees	Reduced top of canopies 5'-6" (view)	\$8,542.27	\$8,542.27		\$8,542.27	\$0.00	100%	
		Two independent units provided	\$653.00	\$653.00		\$0.00	\$653.00	0%	
			\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	
20	Labor Matrix								Labor Matrix
						\$0.00	\$0.00	0%	
			\$504,714.74	\$504,714.74	\$50,915.48	\$270,391.53	\$234,323.21		
		Change Orders	\$504,714.74	\$504,714.74	\$50,915.48	\$270,391.53	\$234,323.21	54%	
		Rate	12%						
		P+O	\$60,565.77	\$60,565.77	\$6,109.86	\$1,842.24	\$58,723.53	3%	
		Total CO w/ P+O	\$565,280.51	\$565,280.51	\$57,025.34	\$272,233.77	\$293,046.74	48%	

Partial Lien Release

SUBCONTRACTOR'S PARTIAL PAYMENT AFFIDAVIT, WAIVER OF LIENS AND GENERAL RELEASE

Project Name:
Project Address: SAMPLE

KNOW ALL MEN BY THESE PRESENTS that the undersigned (hereinafter referred to as "Subcontractor") has heretofore performed Work (as defined herein) at certain real property located at SAMPLE HOUSE Address (hereinafter referred to as the "Property"), pursuant to the terms of a certain as per agreement by and between GC Name (hereinafter referred to as "Contractor") and CLIENT NAME (hereinafter referred to as "Owner").

Subcontractor hereby agrees to accept, as partial payment in connection with the Work, an amount equal to \$xx,xxx of the agreement Dated XX/XX/XX with a total contract amount being \$xxx,xxxx and change orders being \$xx,xxx

NOW THEREFORE, for and in consideration of payments made to it, and other valuable consideration the sufficiency of which is hereby acknowledged, Subcontractor agrees as follows:

- Subcontractor hereby:
 - waives, releases, remises and relinquishes all actions, debts, claims and demands against GC NAME ("Contractor") & CLIENTS ("Owner") its shareholder, officers directors, employees, agents and assigns on account of or related to (x) any and all work, services, equipment and materials heretofore performed and furnished by Subcontractor or anyone claiming by, through, or under Subcontractor, in connection with the construction, renovation and/or other work on the Property (the "Work") through the date hereof; (y) any claim relating to delay, disruption, loss of productivity, cumulative impact, or acceleration; and (z) any other claim, cause of action, debt or demand arising under or in connection with the agreement; and
 - waives, releases, remises and relinquishes any mechanic's, materialmen's, security or other class of liens on account of the Work (hereinafter referred to as "Liens") trust fund claims, and any and all right to claim, demand, file or impose any such Liens now or in the future with respect to the Work;
- Subcontractor represents and warrants to Contractor and to Owner as follows:
 - all materials delivered to the Project by and for Subcontractor were delivered for use therein only;
 - title to the Work has passed to the Owner free and clear of all Liens;
 - all taxes applicable to the materials furnished and the Work performed have been paid in full; and
 - all subcontractors, materialmen, suppliers and other persons or firms who have furnished material labor or services in connection with the Work have been paid in full.
- Subcontractor, for itself, its affiliates, successors, heirs and assigns, and for and on behalf of all persons able to claim by, through or under Subcontractor, agrees to indemnify and hold harmless Contractor and Owner and each of their respective employees, representatives, agents, successors, affiliates and assigns, against and from all costs and expenses (including, without limitation, attorneys' fees and court costs) resulting directly or indirectly from (a) any Liens filed against the Property, (b) the removal of any such Liens filed against the Property and (c) any trust fund claims, and (d) any breach of any representation or warranty or other agreement as set forth herein.

DATE: _____
By:
SUB CONTRACTOR NAME

STATE OF NEW YORK
COUNTY OF _____

Subscribed and sworn to before me this ____ day of

_____, 2020, by

_____, known to me to be the above-named signature, who personally appeared before me and acknowledged that the foregoing instrument was freely and voluntarily executed for the uses and purposes and on behalf of the Subcontractor therein mentioned

Notary Public: _____

My Commission Expires: _____

REQ #3

Final Lien Release

SUBCONTRACTOR'S FINAL PAYMENT AFFIDAVIT, WAIVER OF LIENS AND GENERAL RELEASE

Project Name:
Project Address: SAMPLE

KNOW ALL MEN BY THESE PRESENTS that the undersigned (hereinafter referred to as "Subcontractor") has heretofore performed Work (as defined herein) at certain real property located at SAMPLE ADDRESS (hereinafter referred to as the "Property"), pursuant to the terms of a certain SAMPLE Signed AIA 105 Contract (the "Agreement") dated 11/17/21 by and between Subcontractor and SAMPLE OWNER NAME (hereinafter referred to as "Owner").

Subcontractor hereby agrees to accept, as final payment in connection with the Work, an amount equal to 100% of the agreed price.

NOW THEREFORE, for and in consideration of payments made to it, and other valuable consideration the sufficiency of which is hereby acknowledged, Subcontractor agrees as follows:

- Subcontractor hereby:
 - waives, releases, remises and relinquishes all actions, debts, claims and demands against OWNER NAME ("Owner") its shareholders, officers directors, employees, agents and assigns on account of or related to (x) any and all work, services, equipment and materials heretofore performed and furnished by Subcontractor or anyone claiming by, through, or under Subcontractor, in connection with the construction, renovation and/or other work on the Property (the "Work") through the date hereof; (y) any claim relating to delay, disruption, loss of productivity, cumulative impact, or acceleration; and (z) any other claim, cause of action, debt or demand arising under or in connection with the Agreement; and
 - waives, releases, remises and relinquishes any mechanic's, materialmen's, security or other class of liens on account of the Work (hereinafter referred to as "Liens") trust fund claims, and any and all right to claim, demand, file or impose any such Liens now or in the future with respect to the Work;
- Subcontractor represents and warrants to Contractor and to Owner as follows:
 - all materials delivered to the Project by and for Subcontractor were delivered for use therein only;
 - title to the Work has passed to the Owner free and clear of all Liens;
 - all taxes applicable to the materials furnished and the Work performed have been paid in full; and
 - all subcontractors, materialmen, suppliers and other persons or firms who have furnished material, labor or services in connection with the Work have been paid in full.
- Subcontractor, for itself, its affiliates, successors, heirs and assigns, and for and on behalf of all persons able to claim by, through or under Subcontractor, agrees to indemnify and hold harmless Contractor and Owner and each of their respective employees, representatives, agents, successors, affiliates and assigns, against and from all costs and expenses (including, without limitation, attorneys' fees and court costs) resulting directly or indirectly from (a) any Liens filed against the Property, (b) the removal of any such Liens filed against the Property and (c) any trust fund claims, and (d) any breach of any representation or warranty or other agreement as set forth herein.

DATE:

By:
Title:
SUB CONTRACTOR NAME

STATE OF NEW YORK)
COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____, 2020, by

_____, known to me to be the above-named signature, who personally appeared before me and acknowledged that the foregoing instrument was freely and voluntarily executed for the uses and purposes and on behalf of the Subcontractor therein mentioned.

Notary Public: _____

My Commission Expires: _____

REQ #3

RFP Chart

Request For Payment (RFP)				
Client:	Sample			
Address:	123 Sample Street			
Company:	ABC SAMPLE			
Trade:	Windows & Doors			
RFP Date	10-20-2022			
		Dates:	Amount	Notes:
Original Contract:		2-25-2022	453,258.35	
Change Orders:				
Email 10-18-2022	1	10-20-2022	87,806.99	Price Change - Scope Change
	2			
	3			
	4			
	5			
	6			
Payments Received:				
	1	3-7-2022	57,666.25	
	2	3-10-2022	57,666.25	
	3	5-11-2022	158,640.42	
	4	10-20-2022	\$52,680.20	
	5			
	6			
Payment Request (make note if final):				
Deposit	1	2-25-2022	115,332.50	113,314.59 Orig Req.
Production	2	5-11-2022	158,640.42	
Change Order	3	10-20-2022	52,680.20	Partial Payment of CO
	4	2-1-2023	189,372.87	Invoice 1082
	5			
	6			

Say Goodbye to Paperwork



FACT

CONSTRUCTION ESTIMATING
& ADMINISTRATIVE SERVICES

Construction without Distraction