

**SECTION 00 73 00.01 – CONTRACTOR’S GENERAL CONDITIONS COSTS**

**PART 1 - GENERAL**

**1.1 DEFINITIONS**

- A. **Overhead Percentage** includes all overhead costs incurred by the Contractor which are not specifically stated as direct reimbursed costs in the Agreement. These items include, but are not limited to, the items indicated as “Overhead Percentage” in Table 1 of this section.
- B. **Direct Reimbursable Expenses** include only the items itemized in the Agreement and indicated as “Direct Reimbursable Expenses” in Table 1 of this section.
- C. **Personnel Expenses** are as defined in the Agreement and listed in Table 2 and 3 of this Section.

**1.2 SUBMITTALS**

- A. Overhead Percentage stated as a percentage of the Cost of The Work submitted prior to execution of the Agreement.
- B. Itemized estimate of Direct Reimbursable Expenses submitted prior to the execution of the Agreement.
- C. Itemized estimate of Personnel Expenses in format shown in Table 3 submitted prior to the execution of the Agreement.
- D. Documentation of actual costs for each labor burden component shall be submitted within 30 days of the execution of the Agreement. Documentation shall consist of copies of invoices for insurance premiums, employee records showing vacation time accrued, and other direct evidence of payment or actual costs incurred.

**Table 1**

	Overhead Percentage	Direct Reimbursable Expenses	Comments
<b>General Items</b>			
General Liability Insurance (Builders Risk)	x		
Progressive Daily Cleanup	x		Including materials and equipment *
Coordination Drawing Production	x		Only “Bid Documents” are a Direct Reimbursable
Mobilization and Demobilization Costs	x		
Software	x		
Job Office Trailer Rental	x		
Job Office Set-Up & Removal	x		
Job Office Furniture	x		
Job Office Machines / Equipment / Maintenance	x		Including cell phones
Copy Charges	x		
Office Supplies	x		Includes Gatorade, water, cups, etc.
Postage	x		
Job Signs	x		Fence banners by owner
Progress Photos	x		
Storage Trailers	x		
Sidewalk Barricades	x		
Safety Railings	x		
Weather Protection	x		
Temporary Ladders & Stairs	x		

\*excluding dumpster charges. Labor shall be a reimbursable personnel expense.

	Overhead Percentage	Direct Reimbursable Expenses	Comments
Temporary Toilets	x		
Fences & Gates	x		If additional fencing beyond perimeter fencing is requested by the owner, it shall be reimbursable.
Erosion Control	x		
Traffic Control	x		
Fire Protection, Extinguishers, Barrels	x		
University Parking Charges	x		
Tree Protection		x	
Temporary Roads		x	
Dump Fees & Hauling		x	
Building Permit		x	
Watchman/ Guard Service		x	Security related watchmen/guard
Printing Costs for Bid Document Production		x	
Capacity Charges - Water & Sewer		x	If not paid directly by the Owner.
Utility Usage		x	If not paid directly by the Owner.
Safety Supplies	x		Incl. hard hats, vests, glasses, first aid kits, masks PPE, etc.
<b>Equipment Charges</b>			
Fuel, Maintenance, Cleaning and Repair of Construction Equipment	x		
Small Tools	x		Replacement Value of Less than \$600
Pickup Truck	x		
Bobcat	x		
Tractor Backhoe and Attachments	x		
Concrete Saw	x		
Submersible Pump	x		
Space Heaters	x		
Water Pump	x		
Chop Saw	x		
Table Saw	x		
Band Saw	x		
Laser Level	x		
Survey Equipment	x		
Pressure Washer	x		
Air Compressor	x		
Air Gun	x		
Welding Machine	x		
Generator	x		
Mower	x		
Trash Buggies	x		
Scaffold		x	
Bulldozer		x	Including associated fuel costs
Dump Truck		x	Including associated fuel costs
Track Hoe		x	Including associated fuel costs
Hoe Ram		x	Including associated fuel costs
Forklift and Attachments		x	Including associated fuel costs
Tower Cranes		x	
Construction Elevators & Hoist Ways		x	
Dumpster Charges		x	

Equipment Safety Certification		x	
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**Table 2**

	Not Reimbursed	Allowed in Labor Burden	Comments
<b>Labor Burden Costs</b>			
Employee Bonus/Profit Sharing	x		
Employee Training Costs	x		
Staff Relocation Expenses	x		
Commuting Expenses	x		
Association Dues	x		
Drug Testing	x		
Employee Vacations		x	
Payroll Taxes		x	
Health Insurance		x	
Insurance Required in the Agreement		x	
Retirement/Pension Plan		x	Up to 5% of payroll cost.
Project Specific Training		x	With prior written approval of the Owner.

**Table 3**

Position & Name	Direct Personnel Expense per Month	Labor Burden Percentage	Total Monthly Cost based on estimated duration of ___ Months	Total Cost
Project Manager	\$	%	\$	\$
Asst Project Mgr.	\$	%	\$	\$
Superintendent.	\$	%	\$	\$
Asst. Superintendent	\$	%	\$	\$
Clerical	\$	%	\$	\$
Accountant.	\$	%	\$	\$
Other Titles as needed **	\$	%	\$	\$
<b>TOTALS</b>	\$	XXXXXXXXXX	\$	\$

\*\* Carpenter

**PART 2 – PRODUCTS**

Not Applicable

**PART 3 – EXECUTION**

Not Applicable

END OF SECTION