

# Contractor's General Conditions Costs

August 15, 2025

## DEFINITIONS

- A. **Overhead Percentage** includes all overhead costs incurred by the Contractor which are not specifically stated as Direct Reimbursable Costs in Section 16.6 of the Agreement. These items include, but are not limited to, the items indicated as "Overhead Percentage" in Table 1 below. This percentage shall be determined prior to the execution of the Agreement.
- B. **Direct Reimbursable Costs** include only the items itemized in the Agreement and indicated as "Direct Reimbursable Costs" in Table 1 below. An itemized estimate of Direct Reimbursable Expenses shall be submitted by the Contractor prior to the execution of the Contract.
- C. **Staffing Costs** are as defined in Section 16.4 of the Agreement and listed in Table 2 below.

## SUBMITTALS

- A. Overhead Percentage stated as a percentage of the Cost of the Work submitted prior to the execution of the Agreement.
- B. Itemized estimate of Direct Reimbursable Costs submitted prior to the execution of the Agreement.
- C. Documentation of the 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

Additional Information – AIA Construction Agreement Section 16.5 & 16.6	Overhead Percentage	Direct Reimbursable Costs	Comments
<b>General Items</b>			
General Liability Insurance (not Builders Risk Insurance)	x		
Builders Risk Insurance		x	
CCIP or SDI (as applicable)		x	
Progressive Daily Cleanup	x		Janitorial Services including materials, such as sweep compounds and equipment
Final Cleanup		x	Including materials and equipment
Coordination Drawing Production	x		Only “Bid Documents” are a Direct Reimbursable
Mobilization and Demobilization Costs	x		Unless approved by VU
IT & Software	x		Includes Programming
Job Office Trailer Rental	x		
Job Office Trailer Supplies & Equipment	x		Includes TVs and TV Mounts
Job Office Set-Up & Removal	x		
Job Office Furniture	x		
Job Office Machines / Equipment / Maintenance	x		Including cell phones and associated costs, drones, tablets, and laptops
Employee Travel	x		
Copy Charges	x		
Office Supplies	x		Includes Gatorade, water, cups, canopies, and drug test kits
Postage	x		
Job Signs	x		Fence banners by Owner
Progress Photos	x		
Storage Trailers	x		
Sidewalk Barricades		x	Includes cones
Safety Railings & Ramps		x	
Weather Protection	x		
Temporary Ladders & Stairs	x		
Temporary Toilets		x	
Fences & Gates		x	Includes temporary pathways and plywood protection
Erosion Control	x		
Pest Control	x		
Traffic Control		x	Includes equipment, stop signs, etc.
Fire Protection, Extinguishers, Barrels	x		
Parking Charges		x	University and Non-University Property
Tree Protection		x	
Temporary Roads		x	Includes plywood protection of final finishes or grass areas
Dump Fees & Hauling		x	
Building Permit		x	
Watchman/Guard Service		x	Security related watchmen/guard
Printing for Bid Document Production		x	Bid Documents Only
Capacity Charges – Water & Sewer		x	If not paid directly by Owner
Utility Usage		x	If not paid directly by Owner
Internet Service	x		Included in OH under AIA Const. Agreement Section 16.5.11
Safety Supplies	x		Including hard hats, vests, glasses, first aid kits, masks, PPE, etc.

	Overhead Percentage	Direct Reimbursable Cost	Comments
<b>Equipment Charges</b>			
Fuel, oil, Maintenance, Cleaning and Repair of Construction Equipment not specifically identified as "Direct Reimbursable Cost" in this Table 1	x		
Small Tools	x		Individual replacement Value of Less than \$600 Examples: Screws, hoses, brooms, bits, screw drivers, caps, brushes, hardware, etc.
Pickup Truck	x		
Bobcat	x		
Tractor Backhoe and Attachments	x		
Concrete Saw	x		
Submersible Pump	x		
Space Heaters, portable coolers, and fans	x		Including dehumidifier fans
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 & diesel costs
Dump Truck		x	Including associated fuel & diesel costs
Track Hoe		x	Including associated fuel & diesel costs
Hoe Ram		x	Including associated fuel & diesel costs
Forklift and Attachments		x	Including associated fuel & diesel costs
Tower Cranes		x	
Construction Elevators, Stair Towers & Hoist Ways		x	
Dumpster Charges		x	
Equipment Safety Certification for third-party rental equipment only		x	

**Table 2**

Agreement Section 16.4 and 16.7	Not Reimbursed	Included in Labor Burden	Comments
<b>Labor Costs</b>			
Employee Bonus/Profit Sharing	x		
Employee Training Costs	x		
Staff Relocation Expenses	x		
Commuting Expenses	x		Includes air travel, car rental, hotels, mileage, etc.
Association Dues	x		
Drug Testing	x		Includes kits
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 by the Owner