

JOB CHARGE RATES for LABOR
CALCULATION SHEET INSTRUCTIONS
REVISED FEB, 2008

The processing of any Change Orders will be contingent upon prior receipt and acceptance of the Project Billing Rate Summary and Labor Rate Calculation Sheets. One Rate Calculation sheet shall be submitted for each classification of trade workers that will be performing the Work, both self-performed and for all tiers of subcontracted Work, in accordance with Article 15 of the U-M Standard General Conditions.

IF YOU ARE READING A PRINTED COPY OF THIS SHEET, DOWNLOAD THE INTERACTIVE VERSION (Microsoft Excel) OF THE SHEETS FROM THE U-M AEC WEBSITE AT: http://www.aec.bf.umich.edu/for_archa/frontend.html

LABOR RATE CALCULATION SHEET

- A. Choose the "Labor Rate Sheet" tab at the bottom of the worksheet.
- B. The Contractor shall complete all applicable fields that are shaded yellow. The blue fields are predetermined or perform automatic calculations and are locked to prevent alterations.
- C. The overtime columns should contain the amount to be added to the straight-time rates for either 1½-time or double-time. These adders are subtotaled near the bottom of the form and are added to the base rate in the final row of the form.
- D. Fringe Benefits and Burden are recorded differently from trade to trade and contractor to contractor and may be either a percentage of the base rate or a flat dollar amount. The form allows for either on each appropriate line, but not both. If both fields are completed on the same line, the form defaults to the percentage field.
- E. In accordance with Standard Supplementary Conditions, Article 15, paragraph j-3, the following items are not allowed as fringes or burden:
1. General Conditions including phones, pagers & uniforms
 2. Project Management
 3. Supervision
 4. Estimating
 5. Engineering, drafting and cost of drawings
 6. Automobiles
 7. Job vehicles
 8. Parking (Unless in labor agreement)
 9. Travel (Unless in labor agreement)
 10. Training (Unless in labor agreement)
 11. Cartage
 12. Safety / Safety Equipment
 13. Clean up
 14. Flushing & testing
 15. Equipment & Fuel
 16. Shop Equipment
 17. Warranty
- F. Only fringe benefits provided in the Trade Union Labor Agreements will be allowed, where applicable. A copy of the agreement or a summary sheet of the benefits, printed on the appropriate trade union letterhead, must accompany the rates.
- G. An allowance is built into the calculation sheet for the items below as indicated. No other payment for these items will be allowed.
1. Extension of Performance and Payment Bonds @ 1% of the Total Trade Rate
 2. General Liability Insurance @ 1% of the Total Trade Rate
 3. All small tools valued under \$1,000 @ 3% of the Total Trade Rate

BILLING RATE SUMMARY SHEET

- A. Choose the "Summary Sheet" tab at the bottom of the worksheet.
- B. Provide "Total Job Charge Rate for Labor", for straight-time and overtime rates, from line (H) of the worksheets, for all applicable trades. To save paper, delete rows that do not apply before you print. Use the last page to add lines such as apprentice rates, if applicable.

If problems are encountered with the worksheets, please contact Bob Spychalski at (734) 764-8598 or bobspsy@umich.edu.

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