

PURE | BUILDING
GROUP

Custom Homebuilding. Redefined

PROCUREMENT PACKAGE

(REFERENCE ONLY)

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SAMPLE ONLY

INTRODUCTORY LETTER

Dear Client,

On behalf of the PURE Building Group Team, we present to you our Procurement Package, including all contracts pending your approval and supporting documentation.

This ongoing deliverable is provided to secure your approval on actual contracts with trades and suppliers.

Note that all amounts in this report are exclusive of HST and the Construction Management Fee.

We would like to thank you for your business. It is truly our pleasure to serve you and we look forward to enhancing this working relationship in the future.

Please do not hesitate to contact us directly should you have any questions.

Regards,

Justin Bahou

Justin Bahou
CEO | PURE Building Group

Emil Simeonov

Emil Simeonov
CFO | PURE Building Group

DEFINITIONS

Original Budget

Baseline budget set for the entire project. Any variances are recorded and approved through a change order

Approved Budget

Original budget plus all previously approved change orders

Projected Budget

Original budget plus all previously approved change orders and pending change orders.

Owner Change Orders

Client-requested changes to the project scope that impacts the original budget and/or schedule

Projected Budget

Changes, not initiated by the client, that impact the original budget and/or schedule (e.g. site conditions, supply issues, etc.)

BUDGET SUMMARY
(TO DATE)

SAMPLE ONLY

BUDGET SUMMARY

GENERAL	BUDGET REPORTS			
Budget Code/ Budget Name	Original Budget	Approved Change Orders	Approved Budget	Pending Change Orders
1000 PROFESSIONAL SERVICES	7,500		7,500	
1200 GENERAL CONDITIONS	50,000		50,000	
1250 MISCELLANEOUS ITEMS	20,000		20,000	
1300 SITE SERVICING	22,000	1,500	22,000	
1600 SHORING	31,000		31,000	10,000
1700 EARTHWORK	90,000		90,000	
1800 FOUNDATION & CONCRETE	210,000		210,000	
1900 WATERPROOFING	33,000		33,000	
2000 WOOD FRAMING LABOUR	110,000		110,000	
2100 WOOD FRAMING MATERIALS	190,000		190,000	
2200 STRUCTURAL STEEL	56,000		56,000	2,000
2300 WINDOWS	95,000		95,000	
2400 SKYLIGHTS	18,000		18,000	

PURCHASE ORDERS

SAMPLE ONLY

PURCHASE ORDER

Project: Sample Project Name
Contract #: PO-006
Title: Suspended Slabs

Contract Scope of Work

Concrete and finishing labour to install suspended slabs.

The "SUBCONTRACT Documents" include this Subcontract form, the Subcontract Terms and Conditions, and all other applicable Exhibits.

Contract Schedule of Values

Code	Name	Quantity	Unit	Unit Cost
1600	FOUNDATION & CONCRETE	1	LS	80,000

Payment Terms

COD / Deposit (%): 50
 Terms - Net 30 (%): 50

Contractor / Sub-Contractor

Signature

Print

Date

OWNER CHANGE ORDERS

SAMPLE ONLY

OWNER CHANGE ORDER

Project: Sample Project Name
Contract #: OCO-001
Title: Skylight Upgrade
Contractor: PURE Building Group
 356 Four Valley Drive
 Concord, Ontario
 L4K 5Z1

Contract Scope Changes

Owner requested upgrade to skylight selection

Cost Items

Number	Name	Description	Amount
CI-001	SKYLIGHT UPGRADE		2,000.00

Contract sum adjustment by this Change Order (excluding HST) **2000.00**

The Contract duration will be increased / decreased **0 days**

Acceptance of this Change Order constitutes a modification to our Agreement (adjustments in the Contract Price and/or Contract Time) and will be performed subject to all the same terms and conditions in our Agreement, as fully as if the same were repeated in this acceptance. The Contractor will provide and furnish all the labour, materials and equipment necessary or required to complete the Scope of Work outlined. This is a formal amendment to the Contract between the Owner and the Contractor.

Owner

Signature

Print

Date

VARIANCE CHANGE ORDERS

SAMPLE ONLY

VARIANCE CHANGE ORDER

Project: Sample Project Name

Variance Change #: VCO-0001

Title: Shoring Variance

Contractor: PURE Building Group
 356 Four Valley Drive
 Concord, Ontario
 L4K 5Z1

Contract Scope Changes

Underestimated cost of shoring. Additional shoring required (known only after excavating).

Cost Items

Number	Name	Description	Amount
CI-0002	SHORING VARIANCE	Additional shore required.	10,000.00

Contract sum adjustment by this Change Order (excluding HST) **10,000.00**

The Contract duration will be increased / decreased **2 days**

Acceptance of this Variance Order constitutes a modification to our Agreement (adjustments in the Contract Price and/or Contract Time) and will be performed subject to all the same terms and conditions in our Agreement, as fully as if the same were repeated in this acceptance. The Contractor will provide and furnish all the labour, materials and equipment necessary or required to complete the Scope of Work outlined. This is a formal amendment to the Contract between the Owner and the Contractor.

Owner

 Signature Print Date

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