



The ELECTRICAL CONTRACTORS' Association of Ottawa

CHANGE ORDER GUIDE 2020



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This Change Order Guide
is designed to consider the cost
of a manhour of electrical labour.

This Guide will allow for the pricing
of Change Orders or Additional Work
Orders on fixed price contracts.

Effective May 1, 2020



CHANGE ORDER COST GUIDELINES

ELECTRICAL CONTRACTORS ASSOCIATION OF OTTAWA

ITEM #1 – BASE RATE

1.1 As per the collective agreement \$45.75

ITEM #2 – VACATION & STATUTORY HOLIDAY PAY

2.1 As per collective agreement \$ 4.58 **\$50.33**

ITEM #3 – DEDUCTIONS

As per collective agreement

3.1 Health & Benefits..... \$ 5.80
3.2 Pension..... \$ 9.63
3.3 Stabilization Fund..... \$ 1.75
3.4 Bereavement Leave..... \$ 0.78 **\$17.96**

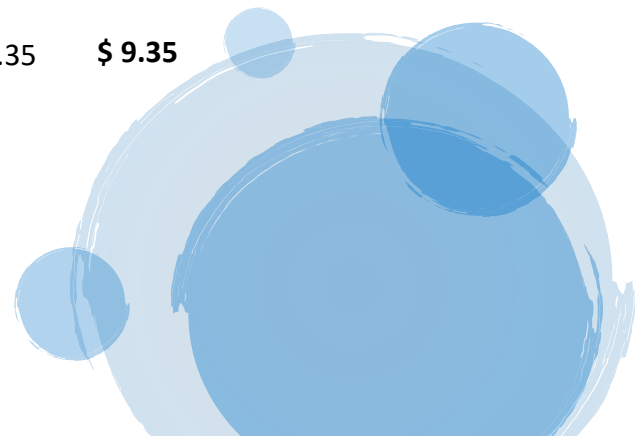
ITEM #4 – LEGISLATED PAYROLL BURDEN

4.1 Employer Health Tax
1.95% of \$ 50.33 \$ 0.98
4.2 Employment Insurance
2.212% of \$ 50.33 \$ 1.14
4.3 WSIB
2.30% of \$ 50.33..... \$ 1.16
4.4 CPP
5.25% of \$ 50.33..... \$ 2.64 **\$ 5.92**

TOTAL LABOUR COSTS **\$74.21**

ITEM #5– REST PERIODS

5.1 15 minutes every 4 hours over and above minimum
break at work station
15 x 2 x \$74.21 \$ 9.35 **\$ 9.35**
238



ITEM #6 – OTHER BURDENS

6.1 Expendable Small Tools (Based on a survey of ECA Members) 8% of <u>\$74.21</u>	\$ 5.94	
6.2 Insurance (Based on a survey of ECA Members) 2.5% of <u>\$74.21</u>	\$ 1.86	
6.3 Electrical Cleanup (15 minutes per day) <u>15 x \$74.21</u> 238	\$ 4.68	
6.4 Finance (Interest charges over and above traditional rates) 1% of <u>\$74.21</u>	\$ 0.74	
6.5 Site Facilities (Trailer/ Lunchroom/Communication Equipment) <u>\$1500 x 12</u> 18,000	\$ 1.00	
6.6 On Site Time Keeping/Scheduling (Based on a survey of ECA Members) <u>13 Minutes x \$74.21</u> 238	\$ 4.05	
6.7 Excessive Material Handling (Based on a survey of ECA Members) <u>23 Minutes x \$74.21</u> 238	\$ 7.17	
6.8 Personal Hygiene 1/3 Hour Per Day <u>20 Minutes x \$74.21</u> 238	\$ 6.54	\$31.98

Daily Productivity Minutes per Worker

- a. Minutes per day = 432 (i.e., 36 hrs a week/ 5 days a week x 60 minutes per hour)
- b. Non-productive minutes per day = 194 (i.e., sum of items 5.1, 6.3, 6.6, 6.7, 6.8, 7.2, 7.3, 7.4, 7.6, 8.1)
- c. Total daily productivity minutes = 238 (i.e. 432-194 = 238)



ITEM #7 – MANDATED TRAINING

7.1 5 Hours @ \$600.00

1800 Hours

(50 Weeks @ 36 Hours = 1800 Hours) \$ 0.33

7.2 Job Site Mandated Training Talks

(1 Hour Per Week)

12 Minutes x \$74.21 \$ 3.74

238

7.3 WHIMIS Information

(1/4 Hour Per Week)

03 Minutes x \$74.21 \$ 0.94

238

7.4 Health & Safety Committee

(One worker in 5 to be appointed to committee)

(3 hours/week)

07 Minutes x \$74.21 \$ 2.18

238

7.5 Personal Protective Equipment (PPE)

(Glasses, vests, fall protection, hearing, masks, gloves,
sanitizing equipment, etc.)

\$300 per month x 12 \$ 2.00

1800

7.6 Escalating Site Safety Procedures

(Includes Workplace Hazardous Assessment)

15 Minutes x \$74.21 \$ 4.68 **\$13.87**

238

ITEM #8 – COVID - 19

8.1 Covid – 19 Screening, sanitizing hands, sanitizing tools, etc.

(Based on a survey of ECA Members)

56 Minutes x \$74.21 \$ 17.46 **\$ 17.46**

238

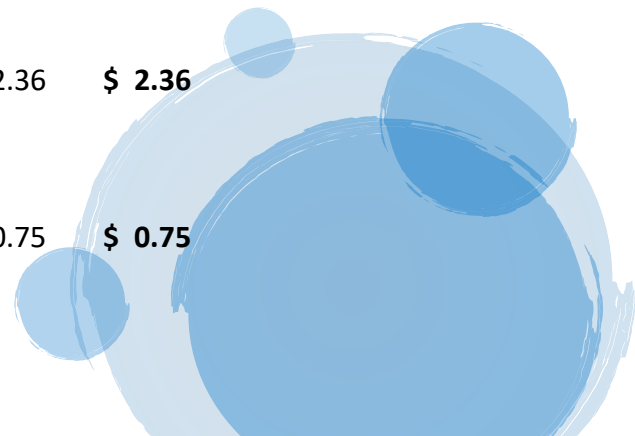
ITEM #9 – PARKING

9.1 As per the collective agreement

\$17.00/day of 7.2 hours \$ 2.36 **\$ 2.36**

ITEM #10 – CLEAN UP

10.1 In accordance with the Ottawa Construction Association
recommended practice \$ 0.75 **\$ 0.75**



SUMMARY

Item:

1. Base Rate.....	\$45.75
2. Vacation Pay.....	\$ 4.58
3. Deductions.....	\$17.96
4. Legislated Payroll Burdens.....	\$ 5.92
5. Rest Periods.....	\$ 9.35
6. Other Burdens.....	\$31.99
7. Mandated Training.....	\$13.87
8. COVID - 19.....	\$17.46
9. Parking.....	\$ 2.36
10. Clean Up (OCA).....	\$ 0.75

TOTAL **\$ 149.99**

Plus: Site Foreman

Site sub-foreman costs are 6%, Foremen rates are 15%,
General foremen are 25% above the electrical journeymen rate
as per the collective agreement.
Project and manpower requirements may warrant additional
fees being applied.

Plus: Job Expenses

Equipment, cartage and freight, permits, estimating,
drafting, AutoCAD, BIM/Revit, as build, commissioning,
temporary services, clerk, project manager, project manager,
disposal, inspection, travel, security.

Plus: Overhead and Profit*

20% for work of own force
15% for work of subcontractor

* As per CCA 16 – Guidelines for Determining the Cost
Associated for Performing Changes in the Work.

Plus: Impact/Productivity Costs

Impact Costs are those generated by changes in the work
order over and above costs of the changes that affect the
productivity of the rest of the project. Impact costs may arise
out of each change or through the cumulative impact of
charges.

ECA Ottawa recommends the use of the Labour Adjustment Chart as contained in the NECA Manual of Labour Units.
(Available from CECA)

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