

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	17- 1381
Introduction Date	6-28-2017
Enactment Number	17-0961
Enactment Date	6/29/17



OAKLAND UNIFIED  
SCHOOL DISTRICT  
Community Schools. Thriving Students.

# Memo

**To** Board of Education

**From** Devin Dillon, Superintendent and Secretary, Board of Education  
By: Vernon Hal, Senior Business Officer  
Joe Dominguez, Deputy Chief, Facilities Planning and Management

**Board Meeting Date** June 28, 2017

**Subject** Change Order No. 1 - Syserco - Bret Harte Prop 39 Lighting Upgrades

**Action Requested** Approval by the Board of Education of Change Order No. 1 on behalf of the District with Syserco, Fremont, CA., for the latter to provide another baseboard heater in rooms 201 & 202 to be controlled by the EMS and to replace the AHU Dampers, in conjunction with the Bret Harte Prop 39 Lighting Upgrades Project, in the amount not to exceed \$21,949.00, increasing the current contract amount from \$174,500.00 to \$196,449.00.

**Discussion** A change order is required for change to the work with full documentation of costs per contract.

**LBP** (Local Business Participation Percentage) 0.00%

**Procurement Method** Change Order to CUPCAA Contract / Awarded to entity following OUSD competitive solicitation process.

**Recommendation** Approval by the Board of Education of Change Order No. 1 on behalf of the District with Syserco, Fremont, CA., for the latter to provide another baseboard heater in rooms 201 & 202 to be controlled by the EMS and to replace the AHU Dampers, in conjunction with the Bret Harte Prop 39 Lighting Upgrades Project, in the amount not to exceed \$21,949.00, increasing the current contract amount from \$174,500.00 to \$196,449.00.

	Amount \$	Percent %
DSA and Agency Requested Change (Preliminary Change Order No. 1)	\$21,949.00	12.58%
<b>TOTAL</b>	<b>\$21,949.00</b>	<b>12.58%</b>

Under a separate series of actions not related to this change order approval, the District will review and adjust the consultant fees to

acknowledge costs resulting from their errors and omissions.

Original Contract Sum:	\$174,500.00
Sum of previously approved Change Orders:	<u>\$0.00</u>
Contract sum prior to this Change Order:	\$174,500.00
Cost of current CUPCCAA Contract	<u>\$21,949.00</u>
New Contract Sum:	\$196,449.00
Current Change Order(s) as % of contract	12.58%
Contract completion date as of this July 28, 2016	July 28, 2016

**Fiscal Impact**

**Fund 01**

**Attachments**

- Change No. 1 which includes: Bret Harte Prop 39 Lighting (Preliminary Change Order) Number: 1
- Key Codes: 2069120890 -6271

**Oakland Unified School District**

Facilities Planning and Management

955 High Street  
Oakland, CA 94601  
(510) 535-2728  
(510) 535-7040



OAKLAND UNIFIED  
SCHOOL DISTRICT  
*Community Schools. Thriving Students*

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**LETTER OF TRANSMITTAL**

Date	Thursday, June 01, 2017
To	Contract Administration
Address	955 High Street Oakland, CA 94610
Attention	Juanita Hunter
Regarding	Change Order No. 1 Transmittal for Syserco
Project #	15123
Project Name:	Bret Harte Lighting Upgrades

Delivered Via: Messenger/Hand Delivered

Package Transmitted: For Your Files

Copies	Date	Description
1	4/12/2017	Syserco Change Order No. 1 Amount \$21,949

**REMARKS:**

Please process the attached Change Order No. 1.



# OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-535-2728 - FAX 510-535-7040

## CHANGE ORDER NO. 01

<b>PROJECT:</b> Bret Harte Lighting Upgrades  <b>OWNER:</b> Oakland Unified School District  <b>CONTRACTOR:</b> Syserco 215 Fourier Ave. Fremont, CA 94539	<b>DATE:</b> 4/12/2017  <b>DSA FILE NO.:</b> <b>DSA APP NO.:</b> <b>OUSD PROJECT#:</b> 15123 <b>PROJECT MGR.:</b> Kenya Chatman
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The Contractor is authorized to make the changes listed in the **Summary** and described in **Change Order Attachment** when this Change Order has been approved.

Original Contract Sum	\$174,500.00
Net Change by previously authorized Change Orders	
The Contract sum prior to this change order	
The Contract sum will be increased/descreased	\$21,949.00 ✓
The New Contract Sum including the Change Order will be	\$196,449.00
Change Order percentage of base contract	12.58%
The Contract is changed by <b>(0) Zero Calendar Days</b>	0 days
Contract completion date as of this Change Order therefore is:	

Summary reference attached items : 1 2

Reviewed by: *[Signature]* 5/24/2017 ?  
 Bond Program Director                      Date

<b>Approved:</b> <b>Architect of Record</b>   _____ Signature Date: 4/12/17	<b>Approved:</b> <b>General Contractor</b>   _____ Signature Date: 05/15/17	<b>Approved:</b> <b>OUSD</b>   _____ Director of Facilities Signature Date:  _____ Deputy Chief Date:
<b>Approved:</b> <b>Electrical or Structural Engineer</b>  N/A _____ Signature Date:	<b>Approved:</b> <b>Mechanical Engineer</b>  N/A _____ Signature Date:	<b>Approved:</b> <b>Division of the State Architect</b>   _____ Signature Date: James Harris President, Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT  
 Office of General Counsel  
**APPROVED FOR FORM & SUBSTANCE**

By: *[Signature]*  
 Attorney at Law

*[Signature]*  
 Secretary, Board of Education

RECEIVED MAY 30 2017

# OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-535-2728 - FAX 510-535-7040

Change Order 1-2 (Revised 1/19/2006)

## SUMMARY OF CHANGE ORDER NO. 01

**PROJECT:** Bret Harte  
Lighting Upgrades

**OWNER:** Oakland Unified School District

**CONTRACTOR:** Syserco  
215 Fourier Ave.  
Fremont, CA 94539

**DATE:** 4/12/2017

**DSA FILE NO.:**

**DSA APP NO.:**

**OUSD PROJECT#:** 15123

**PROJECT MGR.:** Kenya Chatman

1	PCO # 1	ADD	\$11,464.00
		ADD/DEDUCT	

**Description:** Additional Baseboard Heaters

**Reason:** Drawing M2.2 shows only 1 baseboard heater in Rooms 201 and 202. There are 2 baseboard heaters in these rooms, which are to controlled by the EMS.

**Requested By:** 4 Omission

**DSA Prelim approval date:**

2	PCO # 2	ADD	\$10,485.00
		ADD/DEDUCT	

**Description:** Replace AHU Dampers

**Reason:** The existing damper units were discovered to be rusty and prevented proper operation.

**Requested By:** 1 Unforeseen Conditions

**DSA Prelim approval date:**

**CO #1 (2 PCO's)**  
**Total:** \$21,949.00

Change Order 2-2 (Revised 1/19/2006)

OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-535-2728 - FAX 510-535-7040

PRELIMINARY CHANGE ORDER NO. 1

PROJECT: Bret Harte  
Lighting Upgrades

DATE: 4/3/2017

CONTRACTOR: Syserco

DSA FILE:

PROJECT MGR: Kenya Chatman

DSA APP:

OUSD PROJ: 15123

You are hereby directed to make the indicated change(s) in the Contract. When signed by the Owner and received by the Contractor, this document becomes effective immediately and the Contractor shall proceed as with the changes described below. An official change order shall be issued to follow up on this preliminary change proposal as soon as possible.

CONTRACTOR TO COMPLETE THIS SECTION ONLY

DESCRIPTION:

Engineering, programming and startup of 2 additional baseboard heaters required for control by the EMS.

CODE: 4 Omission

REASON:

Drawing M2.2 shows only 1 baseboard heater in Rooms 201 and 202. There are 2 baseboard heaters in these rooms, which are to controlled by the EMS.

ATTACHMENTS: OUSD Cost Review & PCO No. 1, RFI No. 2

The proposed basis of adjustment to the Contract Price and Contract Time are as follows:

Amount of Change:  ADD  DEDUCT  
 Lump Sum  Time / Materials Not To Exceed

Final Price: \$11,464  
Date: 4/12/17

Contractor to proceed with work described herein, cost not to exceed ~~\$12,295~~; final cost to be determined after review and negotiation.

Time Extension: 0 calendar days

INITIATED BY:

REVIEWED BY:

REVIEWED BY:

ACKNOWLEDGED BY:


 4/12/17  
Architect of Record Date

 5/16/17  
Project Manager Date

Bond prog. Director Date

 5/15/17  
Contractor Date

OAKLAND UNIFIED SCHOOL DISTRICT APPROVAL

 5/22/2017  
Director of Facilities Date

  
Deputy Chief Date

RECEIVED

OAKLAND UNIFIED SCHOOL DISTRICT  
BRET HARTE MIDDLE SCHOOL  
PROJ # 15123  
PCO#1 INSTALL NEW BASEBOARD HEATERS

To: K. CHATMAN/PM  
From: Emil Vinuya/Sr. Cost Estimator  
Date: 18-Oct-16

**General Comments:**

**1 GENERAL CONTRACTOR: SYSERCO**

Project manager & detailing are included in the 10% Mark-up and should not be billed separately.

**2 FIRST TIER SUBCONTRACTOR - REDDSTAR**

Reddstar used Foreman Labor Rate 100% in all manhours - recommend to split hours 50% working foreman & 50% journeyman.

Rental for Small tools less than \$1000 is included in the 10% mark-up. Subcontractor cost for tool like rotary hammer (\$469) should not be included.

**3 GENERAL CONTRACTOR's COST PROPOSALS** **\$ 12,295**

**ESTIMATED CONSTRUCTION COST FOR PCO#1** **\$ 11,464**

## Detailed Estimate

BRET HARTE MIDDLE SCHOOL											
										Date: 10/18/2016	
No.	PCO#1					LABOR COST		MATERIAL COST		EQUIPMENT COST	
		No. of Units	Per	M.H. Per Unit	M. H. Total	Cost Per M. H.	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
<b>GEN CONTRACTOR:</b>		<b>SYSERCO</b>									
<b>Project Description:</b>		<b>INSTALL NEW BASEBOARD HEATERS</b>									
		<b>Supply of Equipment &amp; Programming</b>									
1	Scope Of Work:										
2	<b>Material Breakdown:</b>										
3	VLC Controllers	2.00	EA	0.00		Installed by Reddstar		\$ 418.55	\$ 837		
4	Valves + Controllers	3.00	EA	0.00		Installed by Reddstar		\$ 365.00	\$ 1,095		
5	Transformer 100 VA	2.00	EA	0.00		Installed by Reddstar		\$ 105.00	\$ 210.0		
6	Pullbox NEMA1 12x12	2.00	EA	0.00		Installed by Reddstar		\$ 23.00	\$ 46.00		
7	Panels, Internal	2.00	EA	0.00		Installed by Reddstar		\$ 150.00	\$ 300.00		
8	Freight	1.00	LS					\$ 99.52	\$ 99.52		
9	<b>Breakdown:</b>										
10	<b>LABOR:</b>										
11	Project Manager	0.00	EA	2.00	\$ -	\$ -	\$ -	Included under 10% OH & P			
12	Detailing	0.00	EA	4.00	\$ -	\$ -	\$ -	Included under 10% OH & P			
13	Field Specialist	1.00	EA	4.00	\$ 4.00	\$ 136.00	\$ 544.00				
14	Programming	1.00	EA	4.00	\$ 4.00	\$ 136.00	\$ 544.00				
15							\$ 1,088.00				
16											
17	<b>FRINGES</b>										
18	Included Above										
19											
20	<b>LABOR BURDEN</b>										
21	Included Above										
22											
23											
24	<b>EQUIPMENT:</b>										
25	Not used									\$ -	
26										\$ -	
27											
28											
29											
30	<b>SHEET TOTALS</b>				<b>28.00</b>	<b>\$ 38.86</b>	<b>\$ 1,088.0</b>		<b>\$ 2,587.62</b>	<b>\$ -</b>	



## Detailed Estimate

BRET HARTE MIDDLE SCHOOL											
											Date: 10/20/2016
No.	PCO#1				LABOR COST			MATERIAL COST		EQUIPMENT COST	
		No. of Units	Per	M.H. Per Unit	M. H. Total	Cost Per M. H.	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
<b>SUBCONTRACTOR:</b>		<b>REDDSTAR, INC.</b>									
<b>Project Description:</b>		<b>INSTALL NEW BASEBOARD HEATERS</b>									
		<b>Equipment installation, provide/install conduit</b>									
1	Scope Of Work:										
2	<b>Material Breakdown:</b>										
3	EMT Conduit	160.00	LF	0.08	12.00			\$ 0.334	\$ 53.44		
4	Strap	10.00	EA	0.06	0.63			\$ 0.286	\$ 2.86		
5	Paint	2.00	EA	2.00	4.00			\$ 14.0	\$ 28.02		
6	EMT Conn	25.00	EA	0.12	3.00			\$ 0.213	\$ 5.33		
7	EMT Cplg	25.00	EA	0.06	1.50			\$ 0.283	\$ 7.08		
8	EMT Strap 1Hole	100.00	EA	0.06	6.30			\$ 0.082	\$ 8.20		
9	Rotary Hammer	1.00	EA	0.00	0.00			\$ 469.0	\$ -	Included @ OH	
10	Raceway	60.00	LF	0.10	6.00			\$ 1.23	\$ 73.74		
11											
12	Remove existing pneu. valve	1.00	EA	4.00	4.00						
13											
14	VLC Controllers	2.00	EA	2.00	4.00			\$ -	\$ -	Syserco	
15	Valves+Actuator	3.00	EA	2.00	6.00			\$ -	\$ -	Syserco	
16	Transformer 100 VA	2.00	EA	1.00	2.00			\$ -	\$ -	Syserco	
17	Pullbox NEMA1 12x12	2.00	EA	2.00	4.00			\$ -	\$ -	Syserco	
18	Panels, Internal	2.00	EA	1.00	2.00			\$ -	\$ -	Syserco	
19		TOTAL			55.43						
20	<b>Breakdown: LABOR</b>										
21	<b>BASE RATES:</b>										
22	Electricia/FM, 50%	1	EA	28.00	28.00	\$ 58.95	\$ 1,650.60				
23	Electricia/JM, 50%	1	EA	28.00	28.00	\$ 52.40	\$ 1,467.20				
24								\$ 3,117.80			
25	<b>FRINGES</b>										
26	Electricia/FM	1	EA	28.00	28.00	\$ 35.39	\$ 990.92				
27	Electricia/JM	1	EA	28.00	28.00	\$ 35.12	\$ 983.36				
28								\$ 1,974.28			
29	<b>LABOR BURDEN</b>										
30	Electricia/FM	1	EA	28.00	28.00	\$ 14.74	\$ 412.65	25% of base rate			
31	Electricia/JM	1	EA	28.00	28.00	\$ 13.10	\$ 366.80	25% of base rate			
32								\$ 779.45			
33											
34											
35	<b>EQUIPMENT:</b>										
36	Not used									\$ -	\$ -
37											
38											
39											
40											
41	<b>SHEET TOTALS</b>				56.00	\$ 104.85	\$ 5,871.5	\$ 178.7			

# Change Order Proposal



Wednesday, October 26, 2016

Oakland Unified School District  
 955 High Street  
 Oakland, CA 94601

Regarding: Bret Harte MS Prop 39  
 Reference: Description of Change  
 Syserco CO#: Change Order #1

Dear Kenya Chatman:

Syserco Inc. is pleased to present the following proposed pricing and associated scope of work as outlined in Syserco RFI #2

**Added Scope of Work:**

1. Engineering hours to add additional baseboard heaters
2. Material: control valves, actuators, sensors and unit controllers
3. Programming, startup and point to point checkout for added heaters
4. Installation of all material

Labor	Hrs	Rate	Totals	Comments
Project Manager	0	\$156.00	\$0.00	
Engineering & Drafting	0	\$133.00	\$0.00	
Detailing	0	\$133.00	\$0.00	
Field Specialist	4	\$136.00	\$544.00	
Programming	4	\$136.00	\$544.00	
Electrical Install (Journeyman)	0	\$144.00	\$0.00	
Electrical Install (Foreman)	0	\$157.00	\$0.00	
Panel Fabrication	0	\$88.00	\$0.00	
Clean - Up	0	\$144.00	\$0.00	

**Total - Labor** **\$1,088.00**

Material	Quantity	Unit \$	Totals	Comments
Electrical Install (Material)			\$0.00	
Control Material			\$2,587.62	
<b>Subtotal - Material</b>			<b>\$2,587.62</b>	
Tax	9.50%		\$245.82	
GC Bonds & Ins	2.00%		\$224.79	
Warranty			\$116.44	

**Total - Material** **\$3,174.68**

**Subcontractor Cost**

Electrical Subcontract Cost			\$6,595.93	
Mechanical Subcontract Cost			\$0.00	
Other Subcontract Cost			\$0.00	

**Total - Subcontractor** **\$6,595.93**

Overhead/Profit	Pct			
OH&P (Subcontractor)	5%		\$329.80	
OH&P (Direct Work)	10%		\$275.27	
OCIP			\$0.00	
<b>Total Change</b>			<b>\$11,464</b>	

Additional Days to complete the above scope of Work:

2



215 Fourier Ave.  
Fremont, CA 94539  
Phone: 510 498-1171  
Fax: 510 498-1160

Contractors License # 483939  
www.syserco.com

Branch Office: Petaluma, CA

## Request for Information

To: **Kenya Chatman**  
Company: **OUSD**

Phone: **510-535-7050**  
Fax: **510-535-7042**

Project: **Bret Harte MS**  
Syserco Job #: **1216CO16KT**  
Requested By: **Brett Terry**  
Subject:

RFI Date: **7/28/16**  
Syserco RFI #: **2**  
Dwg / Spec Ref: **M2.2**

### Response / Confirmation needed by: Within 3 Days

- UNABLE TO PROCEED – We are unable to proceed with this work until a written response is received.
- COST IMPACT – This RFI represents additional work beyond the current scope of our contract.

- Information not shown on Contract documents
- Conflict in Specifications or Drawings
- Other:
- Interpretation of Contract documents required
- Coordination issue

### Questions / Clarifications:

Drawing M2.2 show only 1 base board heater for rooms 201 and 202, these rooms actually have 2 base board heaters.

Please confirm that these additional heaters are to be controlled by EMS.

All existing based board heaters are to be controlled by EMS.

Dong Kim, 8/7/16

OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management • Phone 510-535-2728 • FAX 510-535-7040

PRELIMINARY CHANGE ORDER NO. 2

PROJECT: Bret Harte  
Lighting Upgrades

DATE: 4/10/2017

DSA FILE:

CONTRACTOR: Syserco

DSA APP:

PROJECT MGR: Kenya Chatman

OUSD PROJ: 15123

You are hereby directed to make the indicated change(s) in the Contract. When signed by the Owner and received by the Contractor, this document becomes effective immediately and the Contractor shall proceed as with the changes described below. An official change order shall be issued to follow up on this preliminary change proposal as soon as possible.

CONTRACTOR TO COMPLETE THIS SECTION ONLY

DESCRIPTION:

Removal and replacement of two exterior air louver/damper combination units on the Canon Aire air handling unit.

CODE: 1 Unforeseen Conditions

REASON:

The existing damper units were discovered to be rusty and prevented proper operation.

ATTACHMENTS: OUSD Cost Review & PCO No. 2, ASI No. 1, RFI No. 4

The proposed basis of adjustment to the Contract Price and Contract Time are as follows.

Amount of Change:  ADD  DEDUCT  
 Lump Sum  Time / Materials Not To Exceed

Final Price: 1310485  
Date: 4/12/17

Contractor to proceed with work described herein, cost not to exceed \$10,485; final cost to be determined after review and negotiation.

Time Extension: 0 calendar days

INITIATED BY:

REVIEWED BY:

REVIEWED BY

ACKNOWLEDGED BY:

 4/12/17  
Architect of Record Date

 5/16/17  
Project Manager Date

Bond prog. Director Date

 5/15/17  
Contractor Date

OAKLAND UNIFIED SCHOOL DISTRICT APPROVAL

  
Director of Facilities Date

  
Deputy Chief Date

RECEIVED MAY 30 2017

OAKLAND UNIFIED SCHOOL DISTRICT  
BRET HARTE MIDDLE SCHOOL  
PROJ #

CCR# REMOVE & INSTALL OUTSIDE AIR LOUVER/DAMPER COMBO

To: K. CHATMAN/PM  
From: Emil Vinuya/Sr. Cost Estimator  
Date: 14-Sep-16

General Comments:

1 GENERAL CONTRACTOR: SYSERCO

NO WORK PERFORMED BY GC

2 FIRST TIER SUBCONTRACTOR - MONTEREY MECHANICAL

Cost by Monterey Mechanical appear reasonable.

3 FIRST TIER SUBCONTRACTOR - REDDSTAR

Cost by Reddstar appear reasonable.

4 GENERAL CONTRACTOR's COST PROPOSALS \$ 10,485

**ESTIMATED CONSTRUCTION COST FOR CCR# \$ 10,851**



# COST ESTIMATE SUMMARY

Project Name: **OAKLAND UNIFIED SCHOOL DISTRICT  
BRET HARTE MIDDLE SCHOOL  
Oakland, CA**

Project Number: 13126  
Date: 14-Sep-16

Decription : **CCR#  
REMOVE & INSTALL OUTSIDE AIR LOUVER/DAMPER COMBO**

Reference Drawing: **CCR#, Cost Proposal dated 08/31/2016**  
SUBCONTRACTOR: **MONTEREY MECHANICAL**

		0		-4			
Total Base Labor Costs	Total Fringes	B) Total Material Costs	C) Total Rental Equipment Cost	Total Labor Burden	TOTAL		
1 SHEET 1 of 2	Summary						
2 SHEET 2 of 2							
3 \$ 2,440.8	\$ 1,282.88	\$ 3,200.00	\$ 327.00	\$ 610.20	\$		7,860.88
4							
5							
6							
7 \$ 2,440.8	\$ 1,282.88	+ \$ 3,200.00	+ \$ 327.00	+ \$ 610.20	= \$		7,860.88
8							
9	<b>Expenses:</b>						
10	Material Sales Tax.....		9.50%	..... of Total Material:	\$		304.00
11	Rental Sales Tax.....		9.50%	..... of Total Rental:			Incl.
12							
13							
14							
15		SubContractor OH&P:	10.00%	Base Labor	\$		244.08
16		SubContractor OH&P:	10.00%	Fringes	\$		128.29
17		SubContractor OH&P:	10.00%	Material	\$		816.49
18		SubContractor OH&P:	10.00%	Equipt. Rental	\$		32.70
19							
20							
21							
22							
23							
24		Sub-Subcontractor OH&P:	5.00%	None	\$		-
25							
26		Misc Expenses: Travel, Lodging, Food, Rental, etc.....			\$		-
27		Subcontractor Bond & ins.:	0.00%		\$		-
28							
<b>TOTAL PROBABLE CONSTRUCTION COST - Monterey Mechanical</b>					<b>\$</b>		<b>9,386.44</b>

## COST ESTIMATE SUMMARY

Project Name: **OAKLAND UNIFIED SCHOOL DISTRICT  
BRET HARTE MIDDLE SCHOOL  
Oakland, CA**

Project Number: 13126  
Date: 14-Sep-16

Description : **CCR#  
REMOVE & INSTALL OUTSIDE AIR LOUVER/DAMPER COMBO**

Reference Drawing: **CCR#, Cost Proposal dated 08/31/2016**  
SUBCONTRACTOR: **REDDSTAR, INC.**

		0		-4			
Total Base Labor Costs	Total Fringes	B) Total Material Costs	C) Total Rental Equipment Cost	Total Labor Burden	TOTAL		
1	SHEET 1 of 2	Summary					
2	SHEET 2 of 2						
3	\$ 419.2	\$ 280.96	\$ -	\$ -	\$ 54.56	\$	754.72
4							
5							
6							
7	\$ 419.2	\$ 280.96	+ \$ -	+ \$ -	+ \$ 54.56	= \$	754.72
8							
9		<b>Expenses:</b>					
10		Material Sales Tax.....		9.50% .....	of Total Material:	\$	-
11		Rental Sales Tax.....		9.50% .....	of Total Rental:		Incl.
12	VOIDED BY						
13					<b>Subtotal - Line 7 thru 12:</b>	\$	<b>754.72</b>
14							
15		SubContractor OH&P:		10.00%	Base Labor	Incl.	
16		SubContractor OH&P:		10.00%	Fringes	Incl.	
17		SubContractor OH&P:		10.00%	Material	Incl.	
18		SubContractor OH&P:		10.00%	Equipt. Rental	Incl.	
19							
20					<b>Subtotal - Line 13 thru 19:</b>	\$	<b>754.72</b>
21							
22					<b>Sub-Subcontractor's Cost - None</b>	\$	<b>-</b>
23							
24		Sub-Subcontractor OH&P:		5.00%	None	\$	-
25							
26		Misc Expenses: Travel, Lodging, Food, Rental, etc.....				\$	-
27		Subcontractor Bond & ins.:		0.00%		\$	-
28					<b>TOTAL PROBABLE CONSTRUCTION COST - REDDSTAR</b>	<b>\$</b>	<b>754.72</b>

**Change Order Request**

November 9, 2016

**Re: Project: Bret Harte MS  
Syserco Change Order #2**

Dear Ms. Chapman:

Syserco Inc. is pleased to present the following proposed pricing and associated scope of work and associated assumptions/clarifications for the changes as outlined below.

**Scope of Work**

1. Remove and replace 2 outside air damper/louvers for AHU. Work to be performed by Monterey Mechanical.
2. Safe off and reinstall damper actuators.

**Assumptions/Clarifications:**

- 
1. All Assumptions/Clarifications of the Original Proposal are included herein by reference.

**Exclusions:**

1. All Exclusions of the Original Proposal are included herein by reference.

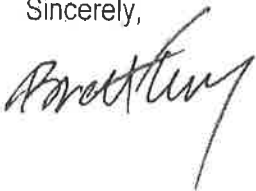
**Proposed Pricing: \$10,485.00**

**Terms: Net 30**

Change order pricing is valid for 30 business days from issuance of this Change Proposal. If proposal is not accepted within said timeframe, additional impacts may be incurred that will affect proposed price.

I appreciate the opportunity to provide you with this proposal and look forward to our continuing involvement on this project. If you have any questions or additional requests, please do not hesitate to call me at (510) 498-1171.

Sincerely,





**MONTEREY  
MECHANICAL**<sup>CO.</sup>  
PROCESS PIPING/METAL FABRICATION  
ENGINEERING CONSTRUCTION

8275 San Leandro Street Oakland, CA 94621  
Ph (510) 632 3173 fax (510) 562-5358

August 31, 2016

Brett Terry  
Syserco  
215 Fourier Ave.  
Fremont, CA 94539

Subject: Brett Harte Middle School outside air louver/damper combo. – Removal and replacement of (2) outside air louvers /damper combination on the Canon Aire air handling unit on both east and west side of the unit.

Brett,

In compliance with your request, we are herewith submitting our quotation for your requirements as follows:  
**Provide labor and material to remove and replace (2) outside air louver/damper combo. We have included the following:**

- Provide labor and material for the removal of 2 existing outside air louver/damper combinations.
- Provide Labor and materials to install (2) new Aluminum outside air louver/damper combinations.
- (2) new dampers to include Belimo 24 volt actuators
- Provide labor and material to supply a crane for the removal of old dampers and to crane up new dampers.
- Provide labor and materials to seal water tight the 2 new dampers with clear silicon caulking.
- Provide labor to perform work at overtime rate on a weekend.
  
- **Clarifications:**
  - Please allow 3 weeks build time for the new dampers.
  - Syserco to wire up the new dampers

Our total net price for the above is **\$9,386.00**. This price includes applicable taxes.

**Exclusions:** Permit and fees, bonds, inspections, engineering, title 24 requirements, smoke detectors, air balance, duct cleaning, labeling of equipment, overtime, carpentry, electrical of any kind, plumbing, roofing, hazardous material abatement, painting, structural calculations and/or modifications if required, temporary HVAC equipment during construction or otherwise, any work not specifically listed in above scope.

Thank you for the opportunity to assist you on this project.

**Proposal Acceptance:** If this proposal meets with your approval, please sign, date and return this proposal with your authorization/purchase order number for the work at your earliest convenience.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ PO#: \_\_\_\_\_

This estimate is good for 30 days from the date of the estimate. Projects of longer than 30 days duration will be progress billed monthly.

Terms: 50% down with order, balance due on completion of job; or Net 30 with approved credit application on file. A service charge of 1½% will be charged on all Past Due Accounts. Any collection costs, including attorney's fees and court costs required for nonpayment will be borne by purchaser. Any alteration to or deviation from the above scope must be conveyed in written form, and any resultant extra cost will be added to the original estimate as a change order. All agreements are contingent upon strikes, accidents, or delays beyond our control.

**Limited Warranty:** Our warranty is limited to the repair or replacement of any defective material or labor provided by us for a period of one year from delivery or installation. Unless specifically included in our agreement; we do not perform design, and do not warrant that the product or service will serve the ultimate purpose intended by the client. Any consequential damages and/or costs that may occur due to a defect in our work are excluded.

Respectfully,

Tony D'Atri  
Estimator/Project Manager

**Monterey Mechanical, Reddstar and Syserco - AHU dampers**

**FORMAT FOR PROPOSED CHANGE**

Line	Item	Amount (\$) (+/-)
1	<p>Direct Labor and Allowable Fringe Benefit Costs (1A and 1B):                      Attach applicable supporting documentation with itemized breakdowns of Total Basic Labor / Total Basic Fringe Benefits for each trade classification.                      1A. Total Basic Labor, per applicable DIR Published</p> <p>Reddstar: safe off existitng actuator wiring,                      reinstall and terminate                      Monterey Mechanical: per scope letter attached</p> <p>Determination(s)..... \$ <input type="text" value="58.95"/> \$ 58.95                      (Any labor rate over DIR list such as Foreman paid above scale, to be confirmed via Certified payroll. OUSD will allow actual up to \$5.00 over scale if verified.)                      1B. Total Basic Fringe Benefits, per applicable DIR Published                      Determination(s)..... \$ <input type="text" value="35.39"/> \$ 35.39</p> <p style="text-align: right;">Line 1 - Subtotal of Lines: 1A + 1B =</p>	<p>Reddstar 8 hours 94.34 x 8 = 754.72                      Monterey Mechanical: \$9,386 (lump sum cost)</p> <p style="text-align: right;">\$ 10,140.72</p>
2	<p>Materials:                      Attach itemized quantity and unit cost plus sales tax and invoice(s) from vendor(s).</p>	
3	<p>Equipment:                      Attach invoice(s) from supplier(s). For Subcontractor owned equipment where costs are applicable, use Caltrans rates and provide detail.</p>	
4	<p>Line 4 - Subtotal of Lines: 1 + 2 + 3 =</p>	<p>\$ 10,140.72</p>
5	<p>Markup on Self-Performed Work,                      Actual markup, <u>not-to-exceed 10%</u>, per terms of General Conditions (see below):</p>	<p>\$ -</p>
6	<p>Markup on Lower-Tier Subcontractor(s)-Performed Work,                      Actual markup, <u>not-to-exceed 5%</u>, per terms of General Conditions (see below):</p>	<p>\$ 329.75</p>
7	<p>Line 7 - Subtotal of Lines: 4 + 5 + 6 =</p>	<p>\$ 10,470.47</p>
8	<p>Markup for Labor Burden on Total Basic Labor (Line 1A),                      Actual markup, <u>not-to-exceed 25% of Line 1A</u>. (If actual burden cost is over 25% this must be supported by backup documentation with your labor rates submission to Cahill/FOCON for submission to OUSD)</p>	<p>\$ 14.74</p>



PROJECT: OUSD Bret Harte Middle School Prop 39  
LOCATION: 3700 Coolidge Ave, Oakland, CA 94602  
TO: Syserco  
215 Fourier Ave  
Fremont, CA 94539

DATE: 12/9/16  
JOB NO: A16.08

DESCRIPTION OF WORK TO BE  
PERFORMED:

REFERENCE: RFI #4

Replace existing damaged and rusted damper assembly per RFI #4.

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REASON FOR CHANGE:

Existing damper was found to be rusted and prevented proper operation.

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REQUESTED BY: OUSD

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ACTION TO BE TAKEN:

1.  Submit estimate only. Do not proceed with this work until authorized.
2.  Proceed with work as outlined above or per plan revision attached. Submit estimate of cost immediately numbered to match the number of this ASI. On approval, a Change Order will be issued.
3.  Proceed as outlined above or per plan revision herewith. No cost or time change is anticipated.

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COPIES TO:  
Kenta Chatman, OUSD Project Manager

BY

  
Architect



215 Fourier Ave.  
Fremont, CA 94539  
Phone: 510 498-1171  
Fax: 510 498-1160

Contractors License # 483939  
www.syserco.com

Branch Office: Petaluma, CA

## Request for Information

To: **Kenya Chatman**  
Company: **OUSD**

Phone: **510-535-7050**  
Fax: **510-535-7042**

Project: **Bret Harte MS**  
Syserco Job #: **1216CO16KT**  
Requested By: **Brett Terry**  
Subject: **AHU dampers**

RFI Date: **12/2/16**  
Syserco RFI #: **4**  
Dwg / Spec Ref:

### Response / Confirmation needed by: Within 3 Days

- UNABLE TO PROCEED – We are unable to proceed with this work until a written response is received.
- COST IMPACT – This RFI represents additional work beyond the current scope of our contract.
- Information not shown on Contract documents
- Conflict in Specifications or Drawings
- Other:
- Interpretation of Contract documents required
- Coordination issue

### Questions / Clarifications:

The damper for the AHU are bound and will not fully articulate. As a result EMS command to open/close is not able to fully function.  
We recommend replacement of the damper assembly.

Replace existing dampers to provide proper operation.

Dong Kim 12/9/16















## CHANGE ORDER ROUTING FORM

### Project Information

<b>Project Name</b>	Bret Harte Prop 39 Lighting Upgrades	<b>Site</b>	206
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### Basic Directions

**Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.**

<b>Attachment Checklist</b>	<input type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000 <input type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider
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### Contractor Information

<b>Contractor Name</b>	Syserco Inc.	<b>Agency's Contact</b>	Brett Terry		
<b>OUSD Vendor ID #</b>	V059188	<b>Title</b>	Project Manager		
<b>Street Address</b>	215 Fourier Ave	<b>City</b>	Fremont	<b>State</b>	CA
<b>Telephone</b>	510-525-8175	<b>Policy Expires</b>			
<b>Contractor History</b>	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>OUSD Project #</b>	15123				

### Term

<b>Date Work Will Begin</b>	6-29-2017	<b>Date Work Will End By</b> <small>(not more than 5 years from start date)</small>	
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### Compensation

<b>Total Contract Amount</b>	\$	<b>Total Contract Not To Exceed</b>	\$196,449.00
<b>Pay Rate Per Hour (If Hourly)</b>	\$	<b>If Amendment, Changed Amount</b>	\$ 21,949.00
<b>Other Expenses</b>		<b>Requisition Number</b>	

### Budget Information

*If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.*

Resource #	Funding Source	Org Key	Object Code	Amount
6230	Fund 01	2069120890	6271	\$21,949.00

### Approval and Routing (in order of approval steps)

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

	<b>Division Head</b>	<b>Phone</b>	510-535-7038	<b>Fax</b>	510-535-7082
1.	<b>Director, Facilities</b>	<b>Signature</b>			
		<b>Date Approved</b>			
2.	<b>General Counsel, Department of Facilities Planning and Management</b>	<b>Signature</b>			
		<b>Date Approved</b>	6/6/17		
3.	<b>Deputy Chief, Facilities Planning and Management</b>	<b>Signature</b>			
		<b>Date Approved</b>			
4.	<b>Senior Business Officer</b>	<b>Signature</b>			
		<b>Date Approved</b>			
5.	<b>President, Board of Education</b>	<b>Signature</b>			
		<b>Date Approved</b>			