

LEGISLATIVE FILE

File ID No. 13-045

Introduction Date 1-23-13

Enactment No. 13-0257

Enactment Date 1-23-13

By [Signature]

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Board of Education

January 23, 2013

To: Board of Education

From: Tony Smith, Ph.D., Superintendent
Timothy E. White, Associate Superintendent of Planning & Management, Building & Grounds and Custodial Services



Subject: Change Order No. 1 with Kitchens to Go, LLC for Havenscourt New Cafeteria & Classroom Building Project in an amount of \$1,500.00 increasing the current contract from \$149,040.50 to \$150,540.50.

ACTION REQUESTED

Authorize the President and Secretary of the Board to enter into and execute Change Order No. 1 on behalf of the District with Kitchens to Go, LLC for additional work due to District requested improvements and DSA or Agency requested changes to Havenscourt New Cafeteria & Classroom Building Project in the amount not to exceed \$1,500.00, increasing the current contract amount from \$149,040.50 to \$150,540.50.

BACKGROUND

The scope of work for the original contract was to provide modernization construction services for the «Project». Funding for the project is General Obligation Bond-Measure B.

All costs associated with this change order have been thoroughly monitored and documented by the Architect, Inspector of Record, and Project Manager.

All changes pertaining to this change order, amount to 1.01% of original contract sum, have been categorized as to source. Percentage figures relate amount of change (by source), to the original contract sum of \$149,040.50.

	Amount \$	Percent %
Changes Due to Owner Requested Change		
(Preliminary Change Order Nos.)	\$1,500.00	1.01%
TOTAL	\$1,500.00	1.01%

DISCUSSION

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:	\$149,040.50
Sum of previously approved Change Orders:	<u>\$0.00</u>
Contract sum prior to this Change Order:	\$149,040.50
Cost of current «Agreement_Type»	<u>\$ 1,500.00</u>
New Contract Sum:	\$150,540.50
Current Change Order(s) as % of contract	1.01%
Contract completion date as of this Change Order No. 1	8/29/2012

RECOMMENDATION

Authorize the President and Secretary of the Board to enter into and execute Change Order No. 1 on behalf of the District with Kitchens to Go, LLC for additional work due to District requested improvements and DSA or Agency requested changes to Havenscourt New Cafeteria & Classroom Building Project in the amount not to exceed \$1,500.00, increasing the current contract amount from \$149,040.50 to \$150,540.50.

All remaining portions of the agreement shall remain in full force and effect as originally stated.

FUNDING SOURCE

The funding source for this change order is the General Obligation Bond-Measure B. The scope of work is included in the Board of Education approved total budget for the Havenscourt New Cafeteria & Classroom Building Project. The total budget for this project is \$150,540.50.

ATTACHMENT

Change Order No. 1 which includes: Havenscourt New Cafeteria & Classroom Building Project PCO (Preliminary Change Order) Number: 1.

Key Codes: 2079901812-5620

OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-879-8385 - FAX 510-879-1860

CHANGE ORDER NO. 01

PROJECT: Havenscourt
New Cafeteria & Classroom Building

OWNER: Oakland Unified School District

CONTRACTOR: Kitchens To Go, LLC
131 W. Jefferson Avenue
Naperville, IL 60540

DATE: 10/24/2011

DSA FILE NO.: 1-29

DSA APP NO.: 01-111714

OUSD PROJECT# 07030

PROJECT MGR.: E Scheuermann

File ID Number: 13-0145
 Introduction Date: 1-23-13
 Enactment Number: 13-0257
 Enactment Date: 1-23-13
 By: *[Signature]*

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

Net Change by previously authorized Change Orders

The Contract sum prior to this change order

The Contract sum will be increased/decreased

The New Contract Sum including the Change Order will be

Change Order percentage of base contract

The Contract is changed by **(0) Zero Calendar Days**

Contract completion date as of this Change Order therefore is:

\$149,040.50

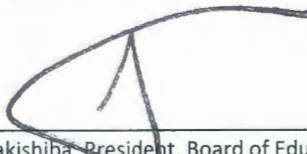
\$1,500.00

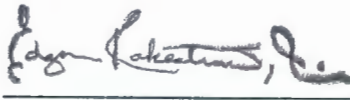
\$150,540.50

1.01%



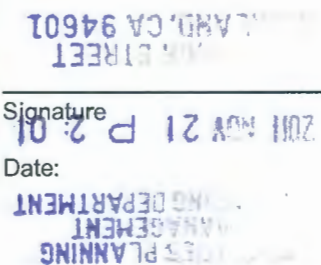
0 days

8/29/2012


 David Kakishiba, President, Board of Education


 Edgar Rakestraw, Secretary,
Board of Education

Summary reference attached items : 1

<p>Approved: Architect of Record</p> <div style="text-align: center;">  </div> <p>Signature: <i>[Signature]</i></p> <p>Date: <u>11/4/11</u></p>	<p>Approved: General Contractor</p> <p>Signature: <i>[Signature]</i></p> <p>Date: <u>11-2-11</u></p>	<p>Approved: OUSD</p> <p>Director of Facilities Signature: <i>[Signature]</i></p> <p>Date: _____</p> <p>Asst. Superintendent Signature: <i>[Signature]</i></p> <p>Date: _____</p>
<p>Approved: Electrical or Structural Engineer</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Approved: Mechanical Engineer</p> <div style="text-align: center;">  </div> <p>Signature: _____</p> <p>Date: <u>11-2-11</u></p>	<p>Approved: Division of the State Architect</p> <div style="text-align: center;">  </div> <p>Signature: _____</p> <p>Date: _____</p>

207-9901812-5620

OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-879-8385 - FAX 510-879-1860

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

SUMMARY OF CHANGE ORDER NO. 01

PROJECT: Havenscourt
New Cafeteria & Classroom Building

DATE: 10/24/2011

OWNER: Oakland Unified School District

CONTRACTOR: Kitchens To Go, LLC
131 W. Jefferson Avenue
Naperville, IL 60540

DSA FILE NO.: 1-29

DSA APP NO.: 01-111714

OUSD PROJECT# 07030

PROJECT MGR.: E Scheuermann

1	PCO # 1	ADD	\$1,500.00
		ADD/DEDUCT	

Description: Remove and store two serving windows for reinstallation after contract ends. Remove old caulking, install trim and re-caulk.

Reason: OUSD Food Services requested that the size of the serving window openings be increased.

Requested By: 2 Owner Requested Change

(referred ASI #11)

DSA Prelim approval date:

CO #1 (1 PCO's)

Total: \$1,500.00

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

OAKLAND UNIFIED SCHOOL DISTRICT

PRELIMINARY CHANGE ORDER NO. 1

PROJECT: **Havenscourt**
New Cafeteria & Classroom Building

DATE: **10/24/2011**

DSA FILE: **1-29**

CONTRACTOR: **Kitchens To Go, LLC**

DSA APP: **01-111714**

PROJECT MGR **E Scheuermann**

OUSD PROJ: **07030**

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:

Remove and store two serving windows for reinstallation after contract ends. Remove old caulking, install trim and re-caulk.

CODE: 2 Owner Requested Change

REASON:

OUSD Food Services requested that the size of the serving window openings be increased.

ATTACHMENTS: Kitchens To Go proposal #WOO11001

(reference)
ASI #11

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

Amount of Change:

ADD

DEDUCT

Final Price: **\$1,500-**

Lump Sum

Time / Materials Not To Exceed

Date: **10/24/11**

Contractor to proceed with work described herein, cost not to exceed \$1,500; final cost to be determined after review and negotiation.

Time Extension: 0 calendar days

INITIATED BY:

REVIEWED BY:

ACKNOWLEDGED BY:

Susannah Matc 11/4/11

Architect of Record Date

Eric Scheuermann 10/24/11

Project Manager Date

Susan H Karoll 11-2-11

Contractor Date

OAKLAND UNIFIED SCHOOL DISTRICT APPROVAL

[Signature]

Director of Facilities Date

[Signature]

Assistant Superintendent Date

CHANGE ORDER ROUTING FORM

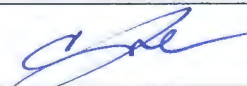
Project Information					
Project Name	Havenscourt New Cafeteria and Classroom Building	Site	Havenscourt Middle School		
Basic Directions					
Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.					
Attachment Checklist	<input type="checkbox"/> Proof 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				

Contractor Information					
Contractor Name	Kitchens to Go, LLC	Agency's Contact	Jon Walker		
OUSD Vendor ID #	NEW VENDOR	Title	Project Manager		
Street Address	131 W. Jefferson Avenue, Suite 223	City	Naperville	State	IL Zip 60540
Telephone	630-355-1660	Policy Expires			
Contractor History	Previously been an OUSD contractor? <input type="checkbox"/> Yes X No		Worked as an OUSD employee? <input type="checkbox"/> Yes X No		
OUSD Project #	07030				

Term			
Date Work Will Begin	4-14-2011	Date Work Will End By <small>(not more than 5 years from start date)</small>	6-1-2013

Compensation			
Total Contract Amount	\$	Total Contract Not To Exceed	\$150,540.50
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Changed Amount	\$ 1,500.00
Other Expenses		Requisition Number	

Budget Information				
<i>If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.</i>				
Resource #	Resource Name	Org Key	Object Code	Amount
9399, 9599, 9699	GO Bond Measure B	2079901812	5620	\$1,500.00
				\$

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.				
	Division Head	Charles Love	Phone	510-535-8081 Fax 510-535-7082
1.	Capital Program Contract & Accounting Manager			
	Signature		Date Approved	12-19-12
2.	General Counsel, Department of Facilities Planning and Management			
	Signature		Date Approved	
3.	Assistant Superintendent, Facilities Planning and Management			
	Signature		Date Approved	
4.	President, Board of Education			
	Signature		Date Approved	