

**LEGISLATIVE FILE**

File ID No. 11-3071

Introduction Date 12-6-2011

Enactment No. 11-2544

Enactment Date 12-14-11

By 13

**OAKLAND UNIFIED SCHOOL DISTRICT**

Office of the Board of Education

December 14, 2011

To: Board of Education

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



Subject: Change Order No. 1 with Green Leaf Solar & Electrical, Inc. for Yuk Yau CDC Fire Alarm Replacement Project in an amount of (\$3,000.00) decreasing the current contract from \$56,700.00 to \$53,700.00.

**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 Green Leaf Solar & Electrical, Inc. for deduction of work due to District request and DSA or Agency requested changes to Yuk Yau CDC Fire Alarm Replacement Project in the amount not to exceed (\$3,000.00), decreasing the current contract amount from \$56,700.00 to \$53,700.00.

**BACKGROUND**

The scope of work for the original contract was to provide modernization construction services for the **Yuk Yau CDC Fire Alarm Replacement 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 -5.29% of original contract sum, have been categorized as to source. Percentage figures relate amount of change (by source), to the original contract sum of \$56,700.00

	Amount \$	Percent %
Changes Due to Owner Requested Change <i>(Preliminary Change Order Nos. 1 )</i>	(\$3,000.00)	-5.29%
<b>TOTAL</b>	(\$3,000.00)	-5.29%

**DISCUSSION**

The work added by this change order includes:

Item No.	Description	Reason	Requested by
PCO 1	Credit for the unused AED Balance of \$3,000.00	Owner Requested Change  Reason: Only \$2,000.00 was used of the \$5,000.00 allowance contingency.	District

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:	\$56,700.00
Sum of previously approved Change Orders:	\$0.00
Contract sum prior to this Change Order:	\$56,700.00
Cost of current Change Order No. 1	(\$3,000.00)
New Contract Sum:	\$53,700.00
Current Change Order(s) as % of contract	-5.29%
Contract completion date as of this Change Order No. 1	4-7-2011

**RECOMMENDATION**

Authorize the President and Secretary of the Board to enter into and execute Change Order No. 1 on behalf of the District with Green Leaf Solar & Electrical, Inc. for deduction of work due to District request and DSA or Agency requested changes to Yuk Yau CDC Fire Alarm Replacement Project in the amount not to exceed (\$3,000.00), decreasing the current contract amount from \$56,700.00 to \$53,700.00.

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 Yuk Yau CDC Fire Alarm Replacement Project. The total budget for this project is \$53,700.00.

**ATTACHMENT**

Change Order No. 1 which includes: Yuk Yau CDC Fire Alarm Replacement Project PCO (Preliminary Change Order) Number: 1.

Key Codes: 8249901891-6271

# OAKLAND UNIFIED SCHOOL DISTRICT

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

**CHANGE ORDER NO. 01**

V059872

**PROJECT:** Yuk Yau CDC  
Fire Alarm Replacement

**OWNER:** Oakland Unified School District

**CONTRACTOR:** Green Leaf Solar & Electrical, Inc.  
667 N. 12th Street  
San Jose, CA 95112

**DATE:** 9/20/2011

**DSA FILE NO.:** 1-29

**DSA APP NO.:** 01-111419


**OUSD PROJECT#:** 07091

**PROJECT MGR.:** April Chu

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	\$56,700.00
Net Change by previously authorized Change Orders	
The Contract sum prior to this change order	
The Contract sum will be increased/decreased	(\$3,000.00)
The New Contract Sum including the Change Order will be	\$53,700.00
Change Order percentage of base contract	-5.29%
The Contract is changed by <b>(0) Zero Calendar Days</b>	0 days
Contract completion date as of this Change Order therefore is:	4/7/2011

Summary reference attached items : 1

<p><b>Approved:</b> <b>Architect of Record</b> <i>ENGINER</i></p>  <p>Signature: <i>[Signature]</i></p> <p>Date: <i>10/19/11</i></p>	<p><b>Approved:</b> <b>General Contractor</b></p> <p>Signature: <i>[Signature]</i></p> <p>Date: <i>9/20/11</i></p>	<p><b>Approved:</b> <b>OUSD</b></p> <p>Director of Facilities Signature: <i>[Signature]</i></p> <p>Date: <i>9/21/11</i></p> <p>Asst. Superintendent Signature: <i>[Signature]</i></p> <p>Date:</p>
<p><b>Approved:</b> <b>Electrical or Structural Engineer</b></p> <p>Signature: <i>[Signature]</i> Jody London President, Board of Education</p> <p>Date: <i>11/15/11</i></p> <p>Signature: <i>[Signature]</i> Edgar Rakestraw, Jr. Secretary Board of Education</p> <p>Date: <i>12/15/11</i></p>	<p><b>Approved:</b> <b>Mechanical Engineer</b></p> <p>Signature: <i>[Signature]</i></p> <p>Date: <i>10 8 A 02 100 107</i></p>	<p><b>Approved:</b> <b>Division of the State Architect</b></p> <p>Signature: <i>[Signature]</i></p> <p>Date: <i>10-20-2011</i></p>

RECEIVED

10-20-2011

824 9901 891-6271

**LEGISLATIVE FILE**

File ID Number 11-2071

Introduction Date 12-6-11

Enactment Number 11-2544

Enactment Date 12-14-11

# 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

<b>PROJECT:</b>	Yuk Yau CDC Fire Alarm Replacement	<b>DATE:</b>	9/20/2011
<b>OWNER:</b>	Oakland Unified School District	<b>DSA FILE NO.:</b>	1-29
<b>CONTRACTOR:</b>	Green Leaf Solar & Electrical, Inc. 667 N. 12th Street San Jose, CA 95112	<b>DSA APP NO.:</b>	01-111419
		<b>OUSD PROJECT#:</b>	07091
		<b>PROJECT MGR.:</b>	April Chu

1	PCO # 1	<b>DEDUCT</b>	(\$3,000.00)
		<b>ADD/DEDUCT</b>	

Description: Credit for the unused AED Balance of \$3,000.00  
Reason: Only \$2,000.00 was used of the \$5,000 allowance contingency.  
Requested By: 2 Owner Requested Change  
DSA Prelim approval date:

<b>CO #1 (1 PCO's)</b>	
<b>Total:</b>	(\$3,000.00)

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

## PROFESSIONAL SERVICES CONTRACT ROUTING FORM

Project Information			
Project Name	Yuk Yau CDC Fire Alarm Replacement	Site	Yuk Yau CDC
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	Green Leaf Solar & Electrical, Inc.	Agency's Contact	Rick Rodriguez				
OUSD Vendor ID #	V059872	Title	Project Manager				
Street Address	667 N. 12 <sup>th</sup> Street	City	San Jose	State	CA	Zip	95112
Telephone	408-691-4743	Policy Expires					
Contractor History	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				
OUSD Project #	07092						

Term			
Date Work Will Begin	1-27-2011	Date Work Will End By <small>(not more than 5 years from start date)</small>	4-7-2011

Compensation			
Total Contract Amount	\$	Total Contract Not To Exceed	\$53,700.00
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Changed Amount	(\$ 3,000.00)
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
2122	GO Bond-Measure B	8249901890	6274	(\$3,000.00)
				\$

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	510-535-7081	Fax 510-535-7082
1.	Capital Program Contract & Accounting Manager				
	Signature			Date Approved	11-2-11
2.	General Counsel, Department of Facilities Planning and Management				
	Signature	NA		Date Approved	
3.	Assistant Superintendent, Facilities Planning and Management				
	Signature			Date Approved	
4.	President, Board of Education				
	Signature			Date Approved	