

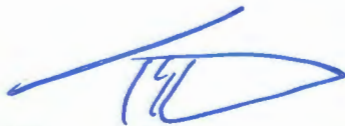
# LEGISLATIVE FILE

File ID No. 11-2752  
Introduction Date 10-18-2011  
Enactment No. 11-2336  
Enactment Date 10-26-11  
By [Signature]

**OAKLAND UNIFIED SCHOOL DISTRICT**  
Office of the Board of Education  
October 26, 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. 03 with Suarez & Munoz for Jefferson Lower Playgrounds Improvements in an amount of \$6,935.00 increasing the current contract from \$145,925.00 to \$152,860.00

---

## ACTION REQUESTED

Authorize the President and Secretary of the Board to enter into and execute Change Order No. 03 on behalf of the District with Suarez & Munoz for additional work due to District requested improvements and DSA or Agency requested changes to Jefferson Lower Playgrounds Improvements in the amount not to exceed \$6,935.00, increasing the current contract amount from \$145,925.00 to \$152,860.00.

## BACKGROUND

The scope of work for the original contract was to provide modernization construction services for the **Jefferson Lower Playgrounds Improvements**. 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 5.57% of original contract sum, have been categorized as to source. Percentage figures relate amount of change (by source), to the original contract sum of \$124,500.00.

Changes due to Unforeseen Condition	Amount \$	Percent %
Changes Due to Owner Requested Change	6,935.00	5.57%
<b>TOTAL</b>	<b>\$6,935.00</b>	<b>5.57%</b>

**DISCUSSION**

The work added by this change order includes:

Item No.	Description	Reason	Requested by
PCO 5	Place Asphalt Concrete Top Coat in Lower yard Play Area	Owner Requested Change  Reason: The existing asphalt play yard has noticeable surface damage caused by summer construction activities.	Owner

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:	\$124,500.00
Sum of previously approved Change Orders:	\$21,425.00
Contract sum prior to this Change Order:	\$145,925.00
Cost of current Change Order No. 03	\$6,935.00
New Contract Sum:	\$152,860.00
Cumulative Change Order(s) as % of contract	5.57%
Contract completion date as of this Change Order No. 03	No Change

**RECOMMENDATION**

Authorize the President and Secretary of the Board to enter into and execute Change Order No. 03 on behalf of the District with Suarez & Munoz for additional work due to District requested improvements and DSA or Agency requested changes to Jefferson Lower Playgrounds Improvements in the amount not to exceed \$6,935.00, increasing the current contract amount from \$145,925.00 to \$152,860.00

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 Bond- Measure B. The scope of work is included in the Board of Education approved total budget for the Jefferson Lower Playgrounds Improvements. The total budget for this project is \$152,860.00.

**ATTACHMENT**

Change Order No. 03 which includes: Jefferson Lower Playgrounds Improvements PCO (Preliminary Change Order) Number: 5

Key Codes: 1289901831-6271

# OAKLAND UNIFIED SCHOOL DISTRICT

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

## CHANGE ORDER NO. 03

V060280

**PROJECT:** Jefferson  
Lower Playground Improvements

**DATE:** 8/5/2011

**OWNER:** Oakland Unified School District

**DSA FILE NO.:** 01-100211

**CONTRACTOR:** Suarez & Munoz  
20975 Cabot Blvd  
Hayward, Ca 94545

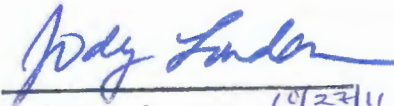
**DSA APP NO.:** 01-110415

**OUSD PROJECT#:** 06002-2


**PROJECT MGR.:** Mary Ledezma

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.


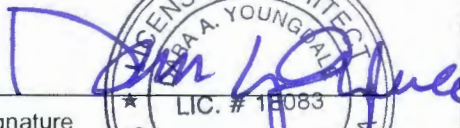


Original Contract Sum  
Net Change by previously authorized Change Orders  
The Contract sum prior to this change order  
The Contract sum will be increased/decreased  
The New Contract Sum including the Change Order will be  
Change Order percentage of base contract  
The Contract is changed by **(0) Zero Calendar Days**  
Contract completion date as of this Change Order therefore is:


  
**Jody London**  
President, Board of Education

\$124,500.00  
\$21,425.00  
\$145,925.00  
\$6,935.00  
\$152,860.00  
5.57%  
0 days  
8/12/2011

  
**Edgar Rakestraw, Jr., Secretary**  
Board of Education

Summary reference attached items : 5

<p><b>Approved:</b> Architect of Record</p> <div style="text-align: center;">  </div> <p>Signature:  Date: 9/2/11</p>	<p><b>Approved:</b> General Contractor</p> <p>Signature:  Date: 9/1/11</p>	<p><b>Approved:</b> OUSD</p> <p>Director of Facilities Signature:  Date: 9/6/11</p> <p>Asst. Superintendent Signature: _____ Date: _____</p>
<p><b>Approved:</b> Electrical or Structural Engineer</p> <p>Signature: _____ Date: _____</p>	<p><b>Approved:</b> Mechanical Engineer</p> <p>Signature: _____ Date: _____</p>	<p><b>Approved:</b> Division of the State Architect</p> <p>Signature: _____ Date: _____</p>

By:   
File ID Number: 11-2752  
Introduction Date: 10-18-11  
Enactment Number: 11-2336  
Enactment Date: 10-26-11

109601  
13301  
8 A 8:42  
INVESTMENT

RECEIVED

9-8-2011

1289901831-6271

# 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. 03

<b>PROJECT:</b>	Jefferson Lower Playground Improvements	<b>DATE:</b>	8/5/2011
<b>OWNER:</b>	Oakland Unified School District	<b>DSA FILE NO.:</b>	01-100211
<b>CONTRACTOR:</b>	Suarez & Munoz 20975 Cabot Blvd Hayward, Ca 94545	<b>DSA APP NO.:</b>	01-110415
		<b>OUSD PROJECT#:</b>	06002-2
		<b>PROJECT MGR.:</b>	Mary Ledezma

1	PCO # 5	<b>ADD</b>	\$6,935.00
		<b>ADD/DEDUCT</b>	

Description: Place Asphalt Concrete Top Coat in Lower yard Play Area  
Reason: The existing asphalt play yard has noticable surface damage caused by summer construction activities.  
Requested By: 2 Owner Requested Change  
DSA Prelim approval date:

<b>CO #3 (1 PCO's)</b>	
<b>Total:</b>	\$6,935.00

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

# OAKLAND UNIFIED SCHOOL DISTRICT

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

## CHANGE ORDER NO. 03

**PROJECT:** Jefferson  
Lower Playground Improvements

**DATE:** 8/5/2011

**OWNER:** Oakland Unified School District

**DSA FILE NO.:** 01-100211

**CONTRACTOR:** Suarez & Munoz  
20975 Cabot Blvd  
Hayward, Ca 94545

**DSA APP NO.:** 01-110415




**OUSD PROJECT#:** 06002-2

**PROJECT MGR.:** Mary Ledezma

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	\$124,500.00
Net Change by previously authorized Change Orders	\$21,425.00
The Contract sum prior to this change order	\$145,925.00
The Contract sum will be increased/decreased	\$6,935.00
The New Contract Sum including the Change Order will be	\$152,860.00
Change Order percentage of base contract	5.57%
The Contract is changed by <b>(0) Zero Calendar Days</b>	0 days
Contract completion date as of this Change Order therefore is:	8/12/2011

Summary reference attached items : 5

<p><b>Approved:</b> Architect of Record</p> <div style="text-align: center;">  </div> <p>Signature: </p> <p>Date: 9/2/11</p>	<p><b>Approved:</b> General Contractor</p> <p>Signature: </p> <p>Date: 9/1/11</p>	<p><b>Approved:</b> OUSD</p> <p>Director of Facilities Signature: </p> <p>Date: </p> <p>Asst. Superintendent Signature</p> <p>Date:</p>
<p><b>Approved:</b> Electrical or Structural Engineer</p> <p>Signature</p> <p>Date:</p>	<p><b>Approved:</b> Mechanical Engineer</p> <p>Signature</p> <p>Date:</p>	<p><b>Approved:</b> Division of the State Architect</p> <p>Signature</p> <p>Date:</p>

# 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. 03

<b>PROJECT:</b>	Jefferson Lower Playground Improvements	<b>DATE:</b>	8/5/2011
<b>OWNER:</b>	Oakland Unified School District	<b>DSA FILE NO.:</b>	01-100211
<b>CONTRACTOR:</b>	Suarez & Munoz 20975 Cabot Blvd Hayward, Ca 94545	<b>DSA APP NO.:</b>	01-110415
		<b>OUSD PROJECT#:</b>	06002-2
		<b>PROJECT MGR.:</b>	Mary Ledezma

1	PCO # 5	<b>ADD</b>	\$6,935.00
		<b>ADD/DEDUCT</b>	

Description: Place Asphalt Concrete Top Coat in Lower yard Play Area  
Reason: The existing asphalt play yard has noticable surface damage caused by summer construction activities.  
Requested By: 2 Owner Requested Change  
DSA Prelim approval date:

<b>CO #3 (1 PCO's)</b>	
<b>Total:</b>	\$6,935.00

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

# OAKLAND UNIFIED SCHOOL DISTRICT

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

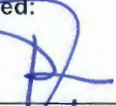
## CHANGE ORDER NO. 03

<b>PROJECT:</b> Jefferson Lower Playground Improvements  <b>OWNER:</b> Oakland Unified School District  <b>CONTRACTOR:</b> Suarez & Munoz 20975 Cabot Blvd Hayward, Ca 94545	<b>DATE:</b> 8/5/2011  <b>DSA FILE NO.:</b> 01-100211 <b>DSA APP NO.:</b> 01-110415 <b>OUSD PROJECT#:</b> 06002-2 <b>PROJECT MGR.:</b> Mary Ledezma
---	--

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	\$124,500.00
Net Change by previously authorized Change Orders	\$21,425.00
The Contract sum prior to this change order	\$145,925.00
The Contract sum will be increased/decreased	\$6,935.00
The New Contract Sum including the Change Order will be	\$152,860.00
Change Order percentage of base contract	5.57%
The Contract is changed by <b>(0) Zero Calendar Days</b>	0 days
Contract completion date as of this Change Order therefore is:	8/12/2011

Summary reference attached items : 5

<b>Approved:</b> Architect of Record   Signature  Date: 9/2/11  	<b>Approved:</b> General Contractor   Signature  Date: 9/1/11	<b>Approved:</b> OUSD   Director of Facilities Signature  Date: 8/15/11   Asst. Superintendent Signature  Date:
<b>Approved:</b> Electrical or Structural Engineer  _____ Signature  Date:	<b>Approved:</b> Mechanical Engineer  _____ Signature  Date:	<b>Approved:</b> Division of the State Architect  _____ Signature  Date:

# 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. 03

<b>PROJECT:</b>	Jefferson Lower Playground Improvements	<b>DATE:</b>	8/5/2011
<b>OWNER:</b>	Oakland Unified School District	<b>DSA FILE NO.:</b>	01-100211
<b>CONTRACTOR:</b>	Suarez & Munoz 20975 Cabot Blvd Hayward, Ca 94545	<b>DSA APP NO.:</b>	01-110415
		<b>OUSD PROJECT#:</b>	06002-2
		<b>PROJECT MGR.:</b>	Mary Ledezma

1	PCO # 5	<b>ADD</b>	\$6,935.00
		<b>ADD/DEDUCT</b>	

**Description:** Place Asphalt Concrete Top Coat in Lower yard Play Area  
**Reason:** The existing asphalt play yard has noticable surface damage caused by summer construction activities.  
**Requested By:** 2 Owner Requested Change  
**DSA Prelim approval date:**

**CO #3 (1 PCO's)**  
**Total:** \$6,935.00

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



## PROFESSIONAL SERVICES CONTRACT ROUTING FORM

Project Information			
Project Name	Jefferson Lower Playground Improvements	Site	Jefferson Elementary 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	Suarez & Munoz Construction, Inc.	Agency's Contact	John Suarez		
OUSD Vendor ID #	New Vendor	Title	Project Manager		
Street Address	20975 Cabot Blvd.	City	Hayward	State	CA Zip 94545
Telephone	510-782-6065	Policy Expires			
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes X No		Worked as an OUSD employee? <input type="checkbox"/> Yes X No		
OUSD Project #	06002				

Term			
Date Work Will Begin	6-17-2011	Date Work Will End By <small>(not more than 5 years from start date)</small>	8-12-2011

Compensation			
Total Contract Amount	\$	Total Contract Not To Exceed	\$152,860.00
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Changed Amount	\$ 6,935.00
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	1289901831	6271	\$6,935.00
				\$

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.						
1.	Division Head	Charles Love	Phone	510-535-7081	Fax	510-414-5779
	Capital Program Contract & Accounting Manager					
	Signature			Date Approved	9-12-11	
2.	General Counsel, Department of Facilities Planning and Management					
	Signature	N/A		Date Approved		
3.	Assistant Superintendent, Facilities Planning and Management					
	Signature			Date Approved		
4.	President, Board of Education					
	Signature			Date Approved		