

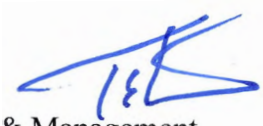
# LEGISLATIVE FILE

File ID No. 11-3075  
Introduction Date 12-6-2011  
Enactment No. 11-2548  
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 Summerhill Electric for Cole New Portable Installation Project in an amount of \$11,804.88 increasing the current contract from \$58,000.00 to \$69,804.88.

## 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 Summerhill Electric for additional work due to District requested improvements and DSA or Agency requested changes to Cole New Portable Installation Project in the amount not to exceed \$11,804.88 increasing the current contract amount from \$58,000.00 to \$69,804.88.

## BACKGROUND

The scope of work for the original contract was to provide modernization construction services for the «Project». Funding for the project is Developer Fee Fund (Fund 25).

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 20.35 of original contract sum, have been categorized as to source. Percentage figures relate amount of change (by source), to the original contract sum of \$58,000.00.

Changes due to Unforeseen Condition	Amount \$	Percent %
<i>(Preliminary Change Order No. 1)</i>	\$3,577.08	
Design Error or Omission		
<i>(Preliminary Change Order No. 5)</i>	\$8,227.80	
<b>TOTAL</b>	<b>\$11,804.88</b>	<b>20.35%</b>

**DISCUSSION**

The work added by this change order includes:

Item No.	Description	Reason	Requested by
PCO 1	Saw cut broken asphalt area at trenching line, from main building to portable and replace/repair asphalt.	Change Due to Unforeseen Condition  Reason: Existing asphalt conditions were in poor condition and additional saw cutting and asphalt was necessary to repair asphalt conditions	District
PCO 5	Trenching of additional 90 linear feet for power, intrusion and alarm.	Change Due to Design Error  Reason: Drawings indicate approximately 350 linear feet of trenching required for utility connections. Contractor began work and verified that there was an additional 90 linear feet required. Location of the portable classroom had also impacted the original distance indicated.	Architect

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:	\$58,000.00
Sum of previously approved Change Orders:	\$0.00
Contract sum prior to this Change Order:	\$58,000.00
Cost of current «Agreement_Type»	<u>\$11,804.88</u>
New Contract Sum:	\$69,804.88
Current Change Order(s) as % of contract	20.35
Contract completion date as of this Change Order No. 1	NA

**RECOMMENDATION**

Authorize the President and Secretary of the Board to enter into and execute Change Order No. 1 on behalf of the District with Summerhill Electric for additional work due to District requested improvements and DSA or Agency requested changes to Cole New Portable Installation Project in the amount not to exceed \$11,804.88 increasing the current contract amount from \$58,000.00 to \$69,804.88.

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 Developer Fee Fund (Fund 25). The scope of work is included in the Board of Education approved total budget for the Cole New Portable Installation Project. The total budget for this project is \$69,804.88.

**ATTACHMENT**

Change Order No. 1 which includes: Cole New Portable Installation Project PCO (Preliminary Change Order) Number: 1 and 5.

Key Code: 1099000830-6271 Authorize the President and Secretary of the Board to enter into and execute Change Order No. 1 on behalf of the District with Summerhill Electric for additional work due to District requested improvements and DSA or Agency requested changes to Cole New Portable Installation Project in the amount not to exceed \$11,804.88 increasing the current contract amount from \$58,000.00 to \$69,804.88.

# OAKLAND UNIFIED SCHOOL DISTRICT

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

V060282


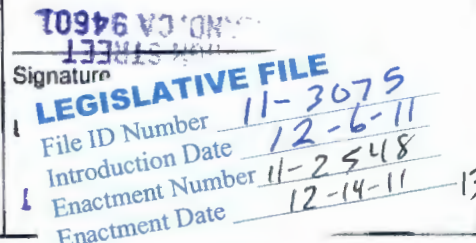
## CHANGE ORDER NO. 01

PROJECT:	Cole New Portable Installation	DATE:	9/22/2011
OWNER:	Oakland Unified School District	DSA FILE NO.:	01
CONTRACTOR:	Summerhill Electric 5230 E12th Street Oakland, CA 94601	DSA APP NO.:	111822
		OUSD PROJECT#:	07108
		PROJECT MGR.:	Saya Nhim

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	\$58,000.00
Net Change by previously authorized Change Orders	
The Contract sum prior to this change order	
The Contract sum will be increased/decreased	\$11,804.88
The New Contract Sum including the Change Order will be	\$69,804.88
Change Order percentage of base contract	20.35%
The Contract is changed by (0) Zero Calendar Days	0 days
Contract completion date as of this Change Order therefore is:	

Summary reference attached items : 1 2

<p>Approved: Architect</p> <div style="text-align: center;">  </div> <p>Signature: _____ Date: _____</p>	<p>Approved: General Contractor</p> <p style="font-size: 1.5em; text-align: center;"><i>Louis Nhim</i></p> <p>Signature: _____ Date: 10/4/2011</p>	<p>Approved: OUSD</p> <p style="font-size: 1.5em; text-align: center;"><i>[Signature]</i></p> <p>Director of Facilities Signature: _____ Date: _____</p> <p>Asst. Superintendent Signature: _____ Date: _____</p>
<p>Approved: Electrical or Structural Engineer</p> <p style="font-size: 1.5em; text-align: center;"><i>Jody London</i></p> <p>Jody London President, Board of Education</p> <p>Signature: _____ Date: _____</p>	<p>Approved: Mechanical Engineer</p> <div style="text-align: center;">  </div> <p>Signature: _____ Date: _____</p>	<p>Approved: Division of the State Architect</p> <p>Signature: _____ Date: _____</p> <p style="color: red; font-size: 2em; text-align: center;">Fund 25</p>

1099000830-6271

RECEIVED

10-21-2011

# 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:** Cole  
New Portable Installation  
**DATE:** 9/22/2011

**OWNER:** Oakland Unified School District  
**DSA FILE NO.:** 01

**CONTRACTOR:** Summerhill Electric  
5230 E12th Street  
Oakland, CA 94601  
**DSA APP NO.:** 111822  
**OUSD PROJECT#:** 07108  
**PROJECT MGR.:** Saya Nhim

1	PCO # 1	<b>ADD</b>	\$3,577.08
		<b>ADD/DEDUCT</b>	

**Description:** Saw cut broken asphalt area at trenching line, from main building to portable and replace/repair asphalt.

**Reason:** Existing asphalt conditions were in poor condition and additional saw cutting and asphalt was necessary to repair asphalt conditions.

**Requested By:** 1 Unforeseen Conditions

DSA Prelim approval date:

2	PCO # 2	<b>ADD</b>	\$8,227.80
		<b>ADD/DEDUCT</b>	

**Description:** Trenching of additional 90 LF for power, intrusion, and alarm.

**Reason:** Drawings indicate approximately 350 linear feet of trenching required for utility connections. Contractor began work and verified that there was an additional 90 linear feet required. Location of the portable classroom had also impacted the original distance indicated.

**Requested By:** 5 Design Error

DSA Prelim approval date:

**CO #1 (2 PCO's)**  
**Total:** \$11,804.88

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

# OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-878-8385 - FAX 510-878-1860

## PRELIMINARY CHANGE ORDER NO. 1

PROJECT: **Cole**  
**New Portable Installation**

DATE: **9/12/2011**

DSA FILE: **01**

CONTRACTOR: **Summerhill Electric**

DSA APP: **111822**

PROJECT MGR: **Saya Nhim**

OUSD PROJ: **07108**

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:

Saw cut approximately 400 linear feet of broken asphalt area at trench line, from main building to portable and replace/repair asphalt.

CODE: 1 Unforeseen Conditions

#### REASON:

Existing asphalt conditions were in poor condition and additional saw cutting and asphalt was necessary to repair asphalt conditions.

ATTACHMENTS: Summerhill Electric COR#1

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

Amount of Change:  ADD  DEDUCT Final Price: **\$ 3,577**  
 Lump Sum  Time / Materials Not To Exceed Date: **10/5/11**

Contractor to proceed with work described herein, cost not to exceed \$3,577; final cost to be determined after review and negotiation.

Time Extension: calendar days

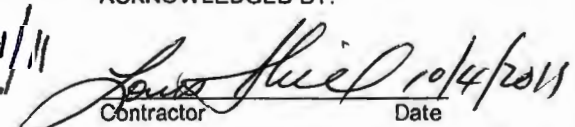
INITIATED BY:

  
\_\_\_\_\_  
Architect of Record Date: **9/27/11**

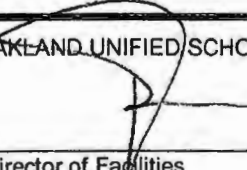
REVIEWED BY:


  
\_\_\_\_\_  
Project Manager Date: **9/21/11**

ACKNOWLEDGED BY:

  
\_\_\_\_\_  
Contractor Date: **10/4/2011**

OAKLAND UNIFIED SCHOOL DISTRICT APPROVAL

  
\_\_\_\_\_  
Director of Facilities Date: **9/14/11**

  
\_\_\_\_\_  
Assistant Superintendent Date: \_\_\_\_\_

OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-878-8385 - FAX 510-879-1860

PRELIMINARY CHANGE ORDER NO. 1

PROJECT: Cole  
New Portable Installation

DATE: 9/12/2011

DSA FILE: 01

CONTRACTOR: Summerhill Electric

DSA APP: 111822

PROJECT MGR: Saya Nhim

OUSD PROJ: 07108

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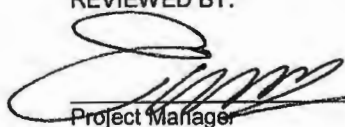
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Time Extension: calendar days

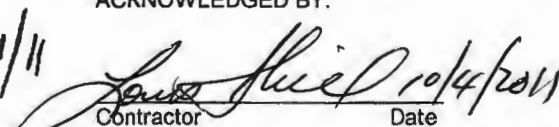
INITIATED BY:

 9/29/11  
Architect of Record Date

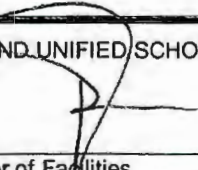
REVIEWED BY:


 9/21/11  
Project Manager Date

ACKNOWLEDGED BY:

 10/4/2011  
Contractor Date

OAKLAND UNIFIED SCHOOL DISTRICT APPROVAL

 9/14/11  
Director of Facilities Date

  
Assistant Superintendent Date

## PROFESSIONAL SERVICES CONTRACT ROUTING FORM

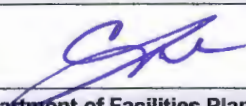
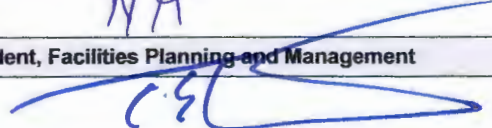
Project Information			
Project Name	Cole New Portable Installation	Site	Cole Elementary School
Basic Directions			
Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.			
Attachment Checklist	<input type="checkbox"/> Proof of general liability insurance, 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	Summerhill Electric, Inc.	Agency's Contact	Louis Summerhill
OUSD Vendor ID #	F022802	Title	Project Manager
Street Address	5230 E. 12 <sup>th</sup> Street	City	Oakland State CA Zip 94601
Telephone	510-536-1685	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 #	07108		

Term			
Date Work Will Begin	5-12-2011	Date Work Will End By <small>(not more than 5 years from start date)</small>	6-26-2011

Compensation			
Total Contract Amount	\$	Total Contract Not To Exceed	\$69,804.88
Pay Rate Per Hour <small>(If Hourly)</small>	\$	If Amendment, Changed Amount	\$11,804.88
Other Expenses		Requisition Number	

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 #	Resource Name	Org Key	Object Code	Amount
2525	Developer Fee Fund	1099000830	6271	\$11,804.88
				\$

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	510-879-8389	Fax 510-879-3673
1.	Capital Program Contract & Accounting Manager				
	Signature		Date Approved	11-3-11	
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		