

**LEGISLATIVE FILE**

File ID No. 11-3070

Introduction Date 12-6-2011

Enactment No. 11-2543

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 Highland CDC Fire Alarm Replacement Project in an amount of (\$2,500.00) decreasing the current contract from \$48,200.00 to \$45,700.00.

**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 Highland CDC Fire Alarm Replacement Project in the amount not to exceed (\$2,500.00), decreasing the current contract amount from \$48,200.00 to \$45,700.00.

**BACKGROUND**

The scope of work for the original contract was to provide modernization construction services for the **Highland 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 -5.19% of original contract sum, have been categorized as to source. Percentage figures relate amount of change (by source), to the original contract sum of \$48,200.00

	Amount \$	Percent %
Changes Due to Owner Requested Change	(\$2,500.00)	-5.19%
<i>(Preliminary Change Order Nos. 1 )</i>		
<b>TOTAL</b>	(\$2,500.00)	-5.19%

**DISCUSSION**

The work added by this change order includes:

Item No.	Description	Reason	Requested by
PCO 1	Credit for the unused AED Balance of \$2,500.00	Owner Requested Change	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:	\$48,200.00
Sum of previously approved Change Orders:	<u>\$0.00</u>
Contract sum prior to this Change Order:	\$48,200.00
Cost of current Change Order No. 1	<u>(\$2,500.00)</u>
New Contract Sum:	\$45,700.00
Current Change Order(s) as % of contract	-5.19
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 Highland CDC Fire Alarm Replacement Project in the amount not to exceed (\$2,500.00), decreasing the current contract amount from \$48,200.00 to \$45,700.00.

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 Highland CDC Fire Alarm Replacement Project. The total budget for this project is (\$2,500.00).

**ATTACHMENT**

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

Key Codes: 8159901891-6271



# OAKLAND UNIFIED SCHOOL DISTRICT

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

## CHANGE ORDER NO. 01


V059872

<b>PROJECT:</b> Highland CDC Fire Alarm Replacement  <b>OWNER:</b> Oakland Unified School District  <b>CONTRACTOR:</b> Green Leaf Solar & Electrical, Inc. 667 N. 12th Street San Jose, CA 95112	<b>DATE:</b> 9/20/2011  <b>DSA FILE NO.:</b> 1-29 <b>DSA APP NO.:</b> 01-111418 <b>OUSD PROJECT#:</b> 07092 <b>PROJECT MGR.:</b> April Chu
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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	\$48,200.00
Net Change by previously authorized Change Orders	
The Contract sum prior to this change order	
The Contract sum will be increased/decreased	(\$2,500.00)
The New Contract Sum including the Change Order will be	\$45,700.00
Change Order percentage of base contract	-5.19%
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

<p><b>Approved:</b> <b>Architect of Record</b></p>  <p>Signature: <i>[Signature]</i> Date: 10/20/11</p>	<p><b>Approved:</b> <b>General Contractor</b></p> <p>Signature: <i>[Signature]</i> Date: 9/20/11</p>	<p><b>Approved:</b> <b>OUSD</b></p> <p>Director of Facilities Signature: <i>[Signature]</i> Date: 11/21/11</p> <p>Asst. Superintendent Signature: <i>[Signature]</i> Date:</p>
<p><b>Approved:</b> <b>Electrical or Structural Engineer</b></p> <p>Signature: <i>[Signature]</i> Date: 11/15/11</p> <p>Signature: <i>[Signature]</i> Date: 12/15/11</p>	<p><b>Approved:</b> <b>Mechanical Engineer</b></p> <p>Signature: <i>[Signature]</i> Date:</p> <p>Edgar Rakestraw, Jr., Secretary Board of Education</p>	<p><b>Approved:</b> <b>Division of the State Architect</b></p> <div style="text-align: center; color: red; font-weight: bold; font-size: 2em;">RECEIVED</div> <p style="text-align: center; color: blue;">11-20-2011</p> <p style="text-align: center; color: blue;">10-20-2011</p> <p style="text-align: center; color: blue;">11-20-2011</p> <p style="text-align: center; color: blue;">11-20-2011</p>

8159901 891-6271

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# 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>	Highland 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>	01-111418
		<b>OUSD PROJECT#:</b>	07092
		<b>PROJECT MGR.:</b>	April Chu

1	PCO # 1	<b>DEDUCT</b>	(\$2,500.00)
		<b>ADD/DEDUCT</b>	

Description: Credit for the unused AED Balance of \$2,500.00.  
Reason: Only \$2,000.00 was used of the \$4,500 allowance contingency.  
Requested By: 2 Owner Requested Change  
DSA Prelim approval date:

<b>CO #1 (1 PCO's)</b>	
<b>Total:</b>	(\$2,500.00)

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

## PRELIMINARY CHANGE ORDER NO. 1

PROJECT: **Highland CDC  
Fire Alarm Replacement**

DATE: **9/20/2011**

DSA FILE: **1-29**

CONTRACTOR: **Green Leaf Solar & Electrical, Inc.**

DSA APP: **01-111418**

PROJECT MGR: **April Chu**

OUSD PROJ: **07092**

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:

Credit for the unused AED Balance of \$2,500.00.

CODE: 2 Owner Requested Change

#### REASON:

Only \$2,000.00 was used of the \$4,500 allowance contingency.

#### ATTACHMENTS:

### 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: (\$2,500.00)  
Date: 9/20/11 AC

Contractor to proceed with work described herein, cost not to exceed (\$2,500); final cost to be determined after review and negotiation.

Time Extension: 0 calendar days

#### INITIATED BY:

#### REVIEWED BY:

#### ACKNOWLEDGED BY:

David Banks 9/20/11  
Architect of Record Date

APL 9/20/11  
Project Manager Date

Reddy Robinson 9/20/11  
Contractor Date

#### OAKLAND UNIFIED SCHOOL DISTRICT APPROVAL

[Signature] 9/20/11  
Director of Facilities Date

[Signature]  
Assistant Superintendent Date





# PROFESSIONAL SERVICES CONTRACT ROUTING FORM

## Project Information

Project Name Highland CDC Fire Alarm Replacement Site Highland CDC

## Basic Directions

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

Attachment Checklist  Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000  
 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?  Yes  No Worked as an OUSD employee?  Yes  No  
 OUSD Project # 07092

## Term

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

## Compensation

Total Contract Amount \$ Total Contract Not To Exceed \$45,700.00  
 Pay Rate Per Hour (If Hourly) \$ If Amendment, Changed Amount (\$ 2,500.00)  
 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
2122	GO Bond-Measure B	8159901890	6274	(\$2,500.00)
				\$

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