

LEGISLATIVE FILE

File ID No. 13-2362

Introduction Date 10-23-2013

Enactment No. 13-2232

Enactment Date 10-23-13

By [Signature]

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Board of Education

October 23, 2013

To: Board of Education

From: Dr. Gary Yee, Acting Superintendent and Secretary, Board of Education

By: Vernon Hal, Deputy Superintendent, Business Operations

Timothy E. White, Associate Superintendent of Planning & Management

Subject: Change Order No. 1 with Comtel Systems Technology, Inc. for Garfield Telephone / Intercom / Pagers / Clock System Replacement in an amount of \$2,964.05 increasing the current contract from \$174,676.02 to \$177,640.07

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 Comtel Systems Technology, Inc. for additional work due to District requested improvements and DSA or Agency requested changes to Garfield Telephone / Intercom / Pagers / Clock System Replacement in the amount not to exceed \$2,964.05, increasing the current contract amount from \$174,676.02 to \$177,640.07.

BACKGROUND

The scope of work for the original contract was to provide modernization construction services for the Garfield Telephone / Intercom / Pagers / Clock System Replacement. Funding for the project is Developer Fee Fund.

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 1.70% of original contract sum, have been categorized as to source. Percentage figures relate amount of change (by source), to the original contract sum of \$174,676.02.

Changes due to Unforeseen Condition	Amount \$	Percent %
<i>(Preliminary Change Order Nos. 1)</i>	\$2,964.05	1.70%
TOTAL	\$2,964.05	1.70%

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:	\$174,676.02
Sum of previously approved Change Orders:	<u>\$0.00</u>
Contract sum prior to this Change Order: 1	\$174,676.02
Cost of current «Agreement_Type»	<u>\$2,964.05</u>
New Contract Sum:	\$177,640.07
Current Change Order(s) as % of contract	1.70%
Contract completion date as of this Change Order No.1	10/1/2013

RECOMMENDATION

Authorize the President and Secretary of the Board to enter into and execute Change Order No. 1 on behalf of the District with Comtel Systems Technology, Inc. for additional work due to District requested improvements and DSA or Agency requested changes to Garfield Telephone / Intercom / Pagers / Clock System Replacement Project in the amount not to exceed \$2,964.05, increasing the current contract amount from \$174,676.02 to \$177,640.07.

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. The scope of work is included in the Board of Education approved total budget for the \$174,676.02. The total budget for this project is \$177,640.07

ATTACHMENT

Change Order No. 1 which includes: PCO (Preliminary Change Order) Number: 1

Key Codes: 1189000891-6274

P1400892

OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-535-2728 - FAX 510-535-7040

1053094

CHANGE ORDER NO. 01

PROJECT: Garfield
Telephone/Intercom/Pagers/Clock System Rep

DATE: 9/24/13

OWNER: Oakland Unified School District

DSA FILE NO.:

CONTRACTOR: Comtel Systems Technology, Inc.

DSA APP NO.:

1292 Hammerwood Avenue

OUSD PROJECT#: 13106

Sunnyvale, CA 94089

PROJECT MGR.: Donald Chew

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		\$174,676.02
Net Change by previously authorized Change Orders		
The Contract sum prior to this change order	David Kakishiba	
The Contract sum will be increased/decreased	President, Board of Education	\$2,964.05
The New Contract Sum including the Change Order will be		\$177,640.07
Change Order percentage of base contract		1.70%
The Contract is changed by (0) Zero Calendar Days		0 days
Contract completion date as of this Change Order therefore is:	Gary Yee, Ed.D.	
Summary reference attached items : 1	Secretary, Board of Education	

Bond Program Director Date

Approved: Architect of Record N/A Signature Date:	Approved: General Contractor [Signature] Signature Date: 9/27/13	Approved: OUSD [Signature] Director of Facilities Signature Date: 10/1/13 [Signature] Asst. Superintendent Signature Date: 10/1/13
Approved: Electrical or Structural Engineer N/A Signature Date:	Approved: Mechanical Engineer N/A Signature File ID Number: 13-2362 Introduction Date: 10-23-13 Enactment Number: 13-2232 Enactment Date: 10-23-13	Approved: Division of the State Architect N/A Signature Date:

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

Fund 25
RES 0000

1189000891-6274

FACILITIES PLANNING & MGMT

ACCOUNTING DEPARTMENT

OCT 2 2013 AM 10:38

OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-535-2728 - FAX 510-535-7040

SUMMARY OF CHANGE ORDER NO. 01

PROJECT: Garfield
Telephone/Intercom/Pagers/Clock System Rep

OWNER: Oakland Unified School District

CONTRACTOR: Comtel Systems Technology, Inc.
1292 Hammerwood Avenue
Sunnyvale, CA 94089

DATE:

DSA FILE NO.:

DSA APP NO.:

OUSD PROJECT#: 13106

PROJECT MGR.: Donald Chew

1	PCO # 1	ADD	\$2,964.05
		ADD/DEDUCT	

Description: Provide cable pathway for clocks and speakers.

Reason: The (E) cable were to be removed from the (E) conduits but were too brittle and snapped inside the (E) conduits at several locations. The (E) conduits were to be used as the pathway for (N) cabling between the clocks and speakers. As a result (N) plugmold and conduits were required.

Requested By: 1 Unforeseen Conditions

DSA Prelim approval date:

CO #1 (1 PCO's)

Total: \$2,964.05

CHANGE ORDER ROUTING FORM


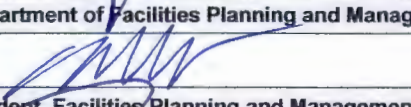

Project Information			
Project Name	Garfield Telephone / Intercom / Pagers / Clock System Replacement	Site	118
Basic Directions			
Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.			
Attachment Checklist	<input type="checkbox"/> Proof of general liability 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	Comtel Systems Technology, Inc.	Agency's Contact	Greg Steel
OUSD Vendor ID #	V053094	Title	Project Manager
Street Address	1292 Hammerwood Avenue	City	Sunnyvale State CA Zip 94089
Telephone	408-543-5600	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 #	13106		

Term			
Date Work Will Begin	6-1-2013	Date Work Will End By <small>(not more than 5 years from start date)</small>	12-31-2013

Compensation			
Total Contract Amount	\$	Total Contract Not To Exceed	\$177,640.07
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Changed Amount	\$ 2,964.05
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 #	Funding Source	Org Key	Object Code	Amount
0000	Developer Fee Fund	1189000891	6274	\$2,964.05

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	Phone	510-535-7038	Fax 510-535-7082
1.	Director, Facilities Planning and Management			
	Signature 	Date Approved	10/3/13	
2.	General Counsel, Department of Facilities Planning and Management			
	Signature NA 	Date Approved	10/7/13	
3.	Associate Superintendent, Facilities Planning and Management			
	Signature 	Date Approved	10/7/13	
4.	Deputy Superintendent			
		Date Approved		
5.	President, Board of Education			
		Date Approved		