

BUSINESS AND FINANCE DIVISION

Report No. 20

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

---

SUBJECT: Board Approval of Change Order 6-13, EXCEL Consolidation and Capital Improvements Project Phase 4—Ogdensburg Free Academy - Project Number: 2007-122E

DATE: November 16, 2015

REASON FOR BOARD CONSIDERATION:

The Board of Education must approval all changes that increase or decrease the cost of the current renovation project.

FACTS AND ANALYSIS:

Since the above-mentioned change order **increases** the contract sum by \$16,664, and since it carries the recommendation of the Superintendent of Schools, the same is presented to the Commissioners for review and/or approval.

RECOMMENDED ACTION:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that, having the approval of the Superintendent of Schools, the Board of Education of the Ogdensburg City School District does hereby approve Change Order 6-13, EXCEL Consolidation and Capital Improvements Project Phase 4— Ogdensburg Free Academy - Project Number: 2007-122E, presented this 16<sup>th</sup> day of November, 2015.

APPROVED FOR PRESENTATION TO THE BOARD:

  
Superintendent

TVM/alf  
Attachment

# CHANGE ORDER

No. 6-13

<b>PROJECT:</b> EXCEL Capital Improvement Project Phase 4 - OFA  <b>OWNER:</b> Ogdensburg City School District 1100 State Street Ogdensburg, New York 13669  <b>CONTRACTOR:</b> Bette & Cring Construction (Name, Address) 18438 NYS Rt. 11 Watertown, NY 13601  <b>CONTRACT FOR:</b> No. 6- General Construction  <b>CONTRACT DATE:</b> January 6, 2014	<b>DATE OF ISSUANCE:</b> October 22, 2015  <b>ENGINEER:</b> Bernier Carr & Associates 327 Mullin Street Watertown, New York 13601  <b>ENGINEER'S PROJECT NO.:</b> 2007-122E  <b>SED PROJ. MGR.:</b> Mary Sansaricq  <b>SED CONTROL NO.:</b> 51-23-00-01-0-007-017 OFA
---	---

**You are directed to make the following changes in the Contract Documents to include all labor, material, and equipment:**

Add to replace existing choral risers at Stage C149 with portable Wenger Signature series risers      \$      16,664.00  
as per Owner request.

**Total \$      16,664.00**

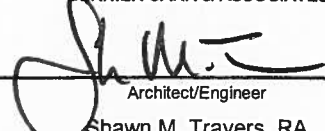
Attachments: (list documents supporting change)

Proposals from Bette & Cring with related Bernier, Carr contract documents

This Change Order constitutes compensation in full to the Contractor for all costs attributable to these changes for all delays related thereto and for performance of the work within the time stated herein. The Contractor further waives all rights resulting from the cumulative effect of this and all preceding Change Orders.

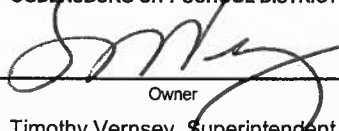
CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIME:
Original Contract Price	Original Contract Time
\$      6,246,000.00	<u>as per Milestone Construction Schedule</u>
Previous Change Order: 6-01 to 6-12	<small>days or date</small>
\$      189,947.28	Net Change from previous Change Orders
Contract Price prior to this Change Order	<u>none</u>
\$      6,435,947.28	<small>days</small>
Net Increase of this Change Order	Contract Time prior to this Change Order
\$      16,664.00	<u>as per Milestone Construction Schedule</u>
Contract Price with all approved Change Orders	<small>days or date</small>
\$      6,452,611.28	Net Increase of this Change Order
	<u>none</u>
	<small>days</small>
	Contract Time with all approved Change Orders
	<u>as per Milestone Construction Schedule</u>
	<small>days or date</small>

**RECOMMENDED:**  
BERNIER CARR & ASSOCIATES

  
Architect/Engineer  
Shawn M. Travers, RA  
Print or Type Name

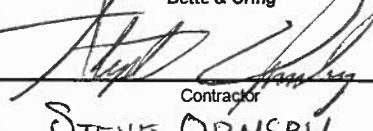
phone: (315) 782-8130  
date: 10.22.15

**APPROVED:**  
OGDENSBURG CITY SCHOOL DISTRICT

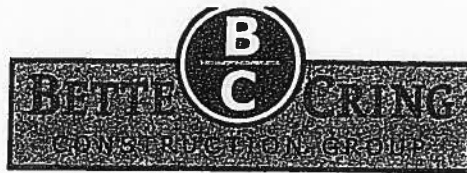
  
Owner  
Timothy Vernsey, Superintendent  
Print or Type Name

phone: (315) 393-0900  
date: 11/4/15

**APPROVED:**  
Bette & Cring

  
Contractor  
STEVE ORMSBY  
Print or Type Name

phone: (315) ~~287-3528~~ 782-0074  
date: 10-20-15



Friday, October 16, 2015

Mr. Steve Shockley  
Bernier Carr & Associates, PC  
327 Mullin Street  
Watertown, NY 13601

RE: Potential Change Order # 094R001  
Ogdensburg CSD - Ogdensburg Free Academy- 1410

Dear Mr. Shockley,

This letter is to provide official notification of a potential project change as follows:

PCO Number: 094R001  
Date: 02-Oct-15  
Description: Auditorium Risers  
Proposed Amt: \$16,664.00

Notes: The following change order is for providing Signature Series risers. There is no credit being provided for previously provided Tourmaster risers as the owner has elected to keep them. Note B&C and NEIS were not notified that the owner wanted to keep the Tourmaster risers. NEIS purchased boxes and mobilized on site to package the risers only at this time was Bette & Cring made aware the risers were being kept. Included in this proposal are costs for boxes purchased to return the Tourmaster risers and for manpower sent to the site. This proposal includes delivery of unused boxes to the owner.

Note new Signature Series risers are on hold until change order is received.

This PCO is comprised of the following items:

Item Number	Description	Proposed Amt	Contractor
001	NEIS	\$15,870.00	
002	5%	\$794.00	

Total:\$16,664.00

Please review and advise if this proposal is acceptable. If so, forward a change order for the proposed amount at your earliest convenience. If you have any questions, please contact me as soon as possible.

Respectfully,

BETTE & CRING, LLC.

A handwritten signature in black ink, appearing to read 'Steve Ormsby'.

Steve Ormsby



October 1, 2015

Bette & Cring  
18438 US RT 11  
Watertown, NY 13601  
(315) 782-0074 PH

Attn: Steve Ormsby

RE: Ogdensburg PH4 – Wenger Signature Choral Risers - REVISED

Dear Steve:

Per your request, Northeast Interior Systems, Inc. proposes to furnish and install (1) set of Wenger Signature Risers and Re-deliver Custom Cardboard Boxes for the following costs:

Mtl Delivered:	\$12,327.00 *
Labor Costs:	\$ 2,100.00 **
10% Overhead & Profit:	<u>\$ 1,443.00</u>
<b>TOTAL COST:</b>	<b>\$15,870.00</b>

\* Material costs consist of New Signature Risers, Wenger Packing Cardboard Boxes, and \$300 Re-delivery fee for Packing Cardboard Boxes.

\*\* Labor hours consist of (32) manhrs for assembly of new risers and (3) manhrs for time incurred waiting for delivery truck.

Pricing is firm for (30) days and is based upon the same requirements as the original contract. Please note, pricing includes delivery but does not include any taxes. Delivery by (1) phase and terms are net 30 less 5% retainage due 30 days after completion of our work (for each phase). Scope of work and all terms and conditions of this proposal are to become part of any contract for this project

As most of these costs have already been incurred, a change order would be appreciated as soon as possible. Please note that the order for the new Signature Risers is ON HOLD until receipt of Change Order.

Sincerely,  
Dawn M. Sanderson  
Project Manager

# Customer Quotation

# Wenger®

Quote: 981735

Date: 8/07/2015

Effective: For 30 days only

Prepared For: Attn: Dawn S. @ NEIS 315.393.0900  
Ogdensburg City Sch District  
1100 State St  
OGDENSBURG, NY 13669-3352

Delivery Within: \*\*90 Days ARO\*\*

Tax: Not Included

Terms: NET 30/PENDING CREDIT APPROVAL

F.O.B. Point: Destination

Regarding: Signature Risers

Page: 1

PO written 10/11/15

Item	Description	Quantity	Unit Price	Price
098D054	SIGNATURE RISER, 4 STEP	7	1,363.00	9,541.00
098D541	SIGNATURE SIDERAILS (SET OF 2)	1	395.00	395.00

In addition to the Grand Total of this quote, there will be return freight charges for the Tourmaster Risers and a 30% restocking fee per Susan Haville's email.

Total Product Charge  
Freight/Handling Charge

9,936.00

1,431.00

Total Charge

11,367.00

\*\*\*\*\*  
The freight reflected in this quotation is for common carrier shipment with tailgate delivery. Tailgate delivery will require staff at your location to be available for unloading, moving the product to your desired location and completing any assembly or installation. Contact your Wenger representative if you want to look into delivery and installation by Wenger truck and technician.  
\*\*\*\*\*

Ship to School  
No Addl freight  
for NEIS Driver

\* Terms and Conditions of Sale appear on following page.

Submitted By: Sherry Root

Sales Representative

Phone: 800-733-0393 Ext 199 Fax: 507-455-4258  
Email: sherry.root@wengercorp.com

WENGER CORPORATION  
555 Park Drive, PO Box 448  
Owatonna, MN 55060-0448  
Phone 800.4WENGER (493-6437)  
Fax 507.455.4258  
Parts & Service 800.887.7145

WENGER CORPORATION  
CANADA OFFICE  
Phone 800.268.0148

WORLDWIDE  
Phone 1.507.455.4100  
Fax 1.507.774.8576

WEB SITE  
www.wengercorp.com

# Wenger®

# Customer Quotation

**Wenger®**

**Quote:** 984573

**Date:** 8/07/2015

**Effective:** For 30 days only

**Prepared For:** MS. Dawn Sanderson  
Northeast Interior Systems Inc  
7701 Maltiage Dr  
Liverpool, NY 13090-2512

**Delivery Within:**  
**Tax:**  
**Terms:** PENDING CREDIT APPROVAL  
**F.O.B. Point:**

**Regarding:** Riser Cartons

**Page:** 1

Item	Description	Quantity	Unit Price	Price
	<p>If you would like to convert this quotation for the materials listed above to an order, please review carefully to assure that it is correct. The Terms Of Sale are shown on the enclosed form. Please sign and return this form so Wenger Corporation may process your order.</p> <p>Purchase Order: _____</p> <p>Buyer for: _____</p> <p>Authorized signature: _____</p> <p>Title: _____ Date: _____</p> <p>For CREDIT CARD purchases: It is our top priority to securely gather and protect your credit card information. If you wish to purchase using your credit card, please contact your sales representative, who will record the card type, card number, expiration date, security code and card holder's name. Please confirm the facility name and address to which the items are to be shipped:</p> <p>Facility name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p>			
RM11793	HONEYCOMB, 3/8CELL, 5X20X1.5, PSA	35	1.50	52.50
024A352	CORR, PAD, END, RISER	14	2.70	37.80
024H329	CORR, CNTR, FOL, RISER, 6-18	7	13.60	95.20
037A442	CORR, PAD, 13X18	14	1.30	18.20
024F432	CORR, INSERT, SIDE RAIL	1	.55	.55
024F433	CORR, CNTR, FPF, RISER, SIDERAILS	1	15.25	15.25
270A685.134	CORR, SST, DW, 71.6X31.1X2.6	7	7.40	51.80
270A685.135	CORR, SST, DW, 72.2X32.2X2.8	7	7.60	53.20
024E703	CORR, PAD, 4TH STEP ADDITION	14	2.00	28.00
024E705	CORR, CNTR, FPF, 4TH STEP, 6-18	7	13.75	96.25
024E706	CORR, PAD, 4TH STEP ADDITION	14	.80	11.20
Total Product Charge				459.95
Freight/Handling Charge				59.00

*PO written  
8/14/15*

\* Terms and Conditions of Sale appear on following page.

**Submitted By:** Susan Haville

Customer Service Rep

**Phone:** 800-887-7145 Ext 119 **Fax:** 507-774-8459

**Email:** susan.haville@wengercorp.com

WENGER CORPORATION  
555 Park Drive, PO Box 448  
Owatonna, MN 55060-0448  
Phone 800.4WENGER (493-6437)  
Fax 507.455.4258  
Parts & Service 800.887.7145

WENGER CORPORATION  
CANADA OFFICE  
Phone 800.268.0148

WORLDWIDE  
Phone 1.507.455.4100  
Fax 1.507.774.8576

WEB SITE  
www.wengercorp.com

**Wenger®**

# Customer Quotation

# Wenger®

Quote: 984573

Date: 8/07/2015  
Effective: For 30 days only

Prepared For: MS. Dawn Sanderson  
Northeast Interior Systems Inc  
7701 Maltiage Dr  
Liverpool, NY 13090-2512

Delivery Within:  
Tax:  
Terms: PENDING CREDIT APPROVAL  
F.O.B. Point:

Regarding: Riser Cartons

Page: 2

Item	Description	Quantity	Unit Price	Price
	Total Charge			518.95
	NETS TRUCK			148.00
	TOTAL COST DELIVERED			\$ 666.95

\* Terms and Conditions of Sale appear on following page.

Submitted By: Susan Haville

Customer Service Rep

Phone: 800-887-7145 Ext 119 Fax: 507-774-8459

Email: susan.haville@wengercorp.com

WENGER CORPORATION  
555 Park Drive, PO Box 448  
Owatonna, MN 55060-0448  
Phone 800.4WENGER (493-6437)  
Fax 507.455.4258  
Parts & Service 800.887.7145

WENGER CORPORATION  
CANADA OFFICE  
Phone 800.268.0148

WORLDWIDE  
Phone 1.507.455.4100  
Fax 1.507.774.8576

WEB SITE  
www.wengercorp.com

# Wenger®







# CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

FP-COC 09/02, rev 08/06,

rev. 04/10

Page One

## THE STATE EDUCATION DEPARTMENT

THE UNIVERSITY OF THE STATE OF NEW YORK / Albany, NY 12234

Office of Facilities Planning, Room 1060 Education Building Annex

Tel. (518) 474-3906 Fax (518) 486-5918

www.emsc.nysed.gov/facplan/

Instructions: This CERTIFICATION is required for all change orders submitted to SED  
Fill out all three parts completely.

Change Order Number:

6-13

### Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number

5 1 2 3 0 0 0 1 0 0 0 7 0 1 7

District BEDS Code

Building Identification Number

Project number

District & Building Name

Ogdensburg City School District - Ogdensburg Free Academy

Type of Project

☒ Reconstruction / Alteration

☐ Addition & Alteration

☐ New Building

☐ Other

Project Description

EXCEL Consolidation and Capital Improvements Project - Phase 4

Architect / Engineer firm

Bernier Carr & Associates

327 Mullin Street

Watertown, NY 13601

name

address

Contact Person

Shawn Travers, Principal/Architect

(315) 782-8130

stravers@thebcgroup.com

name & title

phone number & e-mail

Construction Manager firm

Bernier Carr & Associates

327 Mullin Street

Watertown, NY 13601

name

address

Contact Person

Stephen Shockley, Project Administrator

(315) 782-8130

sshockley@thebcgroup.com

name & title

phone number & e-mail

District Contact Person

Timothy Vernsey, Superintendent of Schools (315) 393-0900 tvernsey@ogdensburgK12.org

name & title

phone number & e-mail

### Part Two

Provide the following information for each individual item in the change order:

(Number each item if there is more than one and provide additional sheets as necessary.)

- Requested By** (Who initiated the change request)
- Relationship to Project Scope** (How is this change related to the original project scope)
- Basis of Need** (Describe why the change is needed)
- Description of Work** (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

A	Owner requested.
B	As part of the Capital Project, Auditorium C150 was scheduled for reconstruction as per contract drawing A1-201.
C	During construction, Owner requested the choral risers to be placed along the stage front of Auditorium C150 with a portable riser system to accommodate quick removals and setup for various stage productions.
D	Add to replace existing choral risers at Stage C149 with portable Wenger Signature series risers as per Owner request.
A	
B	
C	
D	
A	
B	
C	
D	
A	
B	
C	
D	

# CHANGE ORDER CERTIFICATION

FP-COC 04/10

Page Two

## Part Three

1

### Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

### Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

11/4/15  
Date

  
Mr. Timothy Vernsey, Superintendent of Schools

3

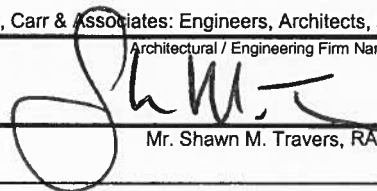
### Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

10-22-15  
Date

Bernier, Carr & Associates: Engineers, Architects, and Land Surveyors, PC  
Architectural / Engineering Firm Name

  
Mr. Shawn M. Travers, RA