

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

---

SUBJECT: Board Approval of Change Order 13-02, EXCEL Consolidation and Capital Improvements Project Phase 5—Ogdensburg Free Academy - Project Number: 2007-122F

DATE: June 20, 2016

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 **decreases** the contract sum by \$10,387.36 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 13-02, EXCEL Consolidation and Capital Improvements Project Phase 5— Ogdensburg Free Academy - Project Number: 2007-122F, presented this 20<sup>th</sup> day of June, 2016.

APPROVED FOR PRESENTATION TO THE BOARD:

  
Superintendent

TVM/alf  
Attachment

# CHANGE ORDER

No. 13-02

PROJECT:	EXCEL Consolidation and Capital Improvements Project - Phase 5	DATE OF ISSUANCE:	May 18, 2016
OWNER:	Ogdensburg City School District 1100 State Street Ogdensburg, New York 13669	ENGINEER:	Bernier Carr & Associates 327 Mullin Street Watertown, New York 13601
CONTRACTOR:	Collins Hammond Electrical (Name, Address) PO Box 1034 Ogdensburg, NY 13669	ENGINEER'S PROJECT NO.:	2007-122F
CONTRACT FOR:	No. 13- Electrical	SED PROJ. MGR.:	Mary Sansaricq
CONTRACT DATE:	January 20, 2015	SED CONTROL NO.:	51-23-00-01-0-007-019 OFA

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

Deduct for the remainder of the Field Directive Allowance. \$ (10,387.36)

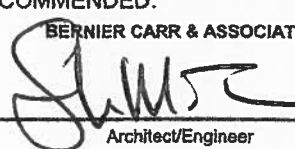
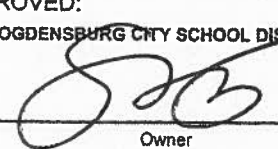

Total \$ (10,387.36)

Attachments: (list documents supporting change)

Proposals from Collins Hammond 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
\$ 343,660.00	as per Milestone Construction Schedule
	days or date
Previous Change Order: 13-01	Net Change from previous Change Orders
\$ 26,211.21	none
	days
Contract Price prior to this Change Order	Contract Time prior to this Change Order
\$ 369,871.21	as per Milestone Construction Schedule
	days or date
Net Increase of this Change Order	Net Increase of this Change Order
\$ (10,387.36)	none
	days
Contract Price with all approved Change Orders	Contract Time with all approved Change Orders
\$ 359,483.85	as per Milestone Construction Schedule
	days or date

RECOMMENDED:	APPROVED:	APPROVED:
BERNIER CARR & ASSOCIATES	OGDENSBURG CITY SCHOOL DISTRICT	COLLINS-HAMMOND ELECTRICAL
		
Architect/Engineer	Owner	Contractor
Shawn M. Travers, RA	Timothy Vernsey, Superintendent	Curt Hammond
Print or Type Name	Print or Type Name	Print or Type Name
phone: (315) 782-8130	phone: (315) 393-0900	phone: (518) 561-4010
date: 5/19/16	date: 5/20/16	date: 5/18/16

**FIELD ORDER /  
ALLOWANCE  
AUTHORIZATION**

OWNER	<input type="checkbox"/>	Ogdensburg CSO
ARCHITECT	<input checked="" type="checkbox"/>	Bernier, Carr & Associates
CONSULTANTS	<input type="checkbox"/>	
CONTRACTOR	<input type="checkbox"/>	Collins Hammond
FIELD	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	NYSED

PROJECT: EXCEL Consolidation & Capital Improvements Project - Phase 5	FIELD ORDER NO. 1301-03
OWNER: Ogdensburg City School District 1100 State Street Ogdensburg, New York 13669	DATE: April 7, 2016
TO: Collins Hammond Electrical (Contractor) PO Box 1034 Ogdensburg, New York 13669	ARCHITECT'S PROJECT NO.: 2007-122F
	CONTRACT NO.: No. 13 - Electrical
	CONTRACT DATE: January 20, 2015
SED NO.: 51-23-00-01-0-007-019 OFA	SED PROJ. MGR: Mary Sansaricq

You are hereby directed to execute promptly this Field Order to include all labor, materials, and equipment:

- |  |    |          |
|--|----|----------|
| 1. Add to replace existing lighting and remove abandoned outlet within trophy case as per Owner request. | \$ | 801.88   |
| 2. Add to replace a faulty lighting contactor at panel LP1C within Gymnasium F120.                       | \$ | 1,717.74 |

Total \$ 2,519.62

**ATTACHMENTS:**

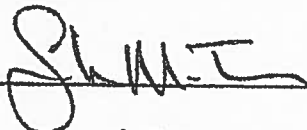
Collins Hammond Proposals  
Bernier, Carr & Associates related Contract Drawings

**ALLOWANCE SUMMARY**

Original Allowance:	\$ 30,000.00
Previous Field Order: 1301-01	\$ 17,093.02
Allowance Remaining prior to this Field Order:	\$ 12,906.98
Net Decrease of this Field Order:	\$ (2,519.62)
Allowance Remaining:	\$ 10,387.36

Bernier, Carr & Associates

Shawn M. Travers, RA  
Architect/Engineer

  
4-7-16

Signature

Date

**FORM OF PROPOSAL**  
**Ogdensburg City School District**  
**Excel Consolidation and Capital Improvements Project - Phase 5**

The Undersigned Collins-Hammond Electrical Contractors, Inc.  
Contractor

7724 State Highway 68 PO Box 1034 Ogdensburg, NY 13669  
Address

Zip Code

hereby certifies that he has examined and fully comprehends the requirements and intent of the drawings and specifications as prepared by Bernier, Carr and Associates, Consulting Engineers and Architects, P.C., for **CONTRACT NO. 13 - ELECTRICAL** to furnish all labor, materials, supplies, plant and equipment and other facilities to properly perform the work for the total:

BASE BID SUM of

Two Hundred Thirty One Thousand Nine Hundred & 00/100's DOLLARS (\$ 231,900.00 )

Bid Item No. 1 - Field Directive Allowance

Thirty Thousand

DOLLARS (\$ 30,000.00 )

Bid Item No. 2 - Storage Garage No. 1

Six Thousand Five Hundred & 00/100's

DOLLARS (\$ 6,500.00 )

Bid Item No. 3 - Wireless Data Communication

Twenty Three Thousand Four Hundred & 00/100's

DOLLARS (\$ 23,400.00 )

**TOTAL BASE BID (Base Bid and Bid Item Nos. 1 - 3)**

Two Hundred Ninety One Thousand Eight Hundred & 00/100's DOLLARS (\$ 291,800.00 )



# 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) 488-5918

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:

13-02

### 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 9

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 5

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 credit.

B As part of the Capital Project, there was a Field Directive Allowance for Contract 13-Electrical in the amount of \$30,000.

C During construction, a total of (3) field orders were charged against the Field Directive Allowance in the amount of \$19,612.64; thereby leaving a balance of \$10,387.36.

D Deduct for the remainder of the Field Directive Allowance.

# 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.

Date

5/20/16

Mr. Timothy Vermsey, 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.

Bemler, Carr & Associates: Engineers, Architects, and Land Surveyors, PC

Architectural / Engineering Firm Name

Date

5/19/16

Mr. Shawn M. Travers, RA