

# CHANGE ORDER

No. 4-01

PROJECT: 2022 Capital Outlay Project	DATE OF ISSUANCE: May 31, 2023
OWNER: Ogdensburg City School District 1100 State Street Ogdensburg, New York 13669	ENGINEER: BCA Architects & Engineers 15 Public Square Watertown, New York 13601
CONTRACTOR: Dow Electric, Inc. (Name, Address) 3874 State Route 11 Malone, New York 13669	ENGINEER'S PROJECT NO.: 2022-013
CONTRACT FOR: No. 4 - Electrical	SED PROJ. MGR.: Wendy Clark
CONTRACT DATE: August 22, 2022	SED CONTROL NO.: 51-23-00-01-0-006-013 John F. Kennedy

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

Deduct for unused Bid Item No. 1 - Field Directive Allowance \$ (1,215.79)




Total \$ (1,215.79)

Attachments: (list documents supporting change)

Contractor's Form of Proposal (pages 3-4)  
Field Order No. 401-01

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 \$ 124,250.00	Original Contract Time as per Milestone Construction Schedule days or date
Previous Change Order: N/A \$ 0.00	Net Change from previous Change Orders none days
Contract Price prior to this Change Order \$ 124,250.00	Contract Time prior to this Change Order as per Milestone Construction Schedule days or date
Net Decrease of this Change Order \$ (1,215.79)	Net Increase of this Change Order none days
Contract Price with all approved Change Orders \$ 123,034.21	Contract Time with all approved Change Orders as per Milestone Construction Schedule days or date

RECOMMENDED: BCA ARCHITECTS & ENGINEERS  Architect/Engineer Shawn M. Travers, RA Print or Type Name phone: (315) 782-8130 date: 5/31/2023	APPROVED: OGDENSBURG CITY SCHOOL DISTRICT  Owner Kevin K. Kendall Print or Type Name phone: (315) 393-0900 date: 6/9/23	APPROVED: Dow Electric, Inc.  Contractor Anthony D. Dow Print or Type Name phone: (315) 788-2037 date:
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Prepared by the Engineers' Joint Contract Documents and endorsed by The American General Contractors of America

**FORM OF PROPOSAL**  
**Ogdensburg City School District**  
**2022 Capital Outlay Project**

The Undersigned Dow Electric, Inc.

Contractor

3874 State Route 11, Malone, New York 12953

Address

Zip Code

hereby certifies that he/she has examined and fully comprehends the requirements and intent of the drawings and specifications as prepared by BCA Architects & Engineers, for **CONTRACT NO. 4 – 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

Seventy-six thousand two hundred dollars and no cents

DOLLARS (\$ 76,200.00 )

Bid Item No. 1 – Field Directive Allowance

Ten Thousand

DOLLARS (\$ 10,000 )

**TOTAL BASE BID (Base Bid and Bid Item No. 1)**

Eighty-six thousand two hundred and no cents

DOLLARS (\$ 86,200.00 )

Alternate No. 1 – Counselor Rm. 34 Alterations

Eleven thousand two hundred fifty dollars and no cents

DOLLARS (\$ 11,250.00 )

ADD

Alternate No. 2 – Psychology Office Rm. 48 Alterations

Nine thousand seven hundred fifty dollars and no cents

DOLLARS (\$ 9,750.00 )

ADD

Alternate No. 3 – Office Rm. 45 thru 51 Alterations

Twenty-six thousand eight hundred dollars and no cents

DOLLARS (\$ 26,800.00 )

ADD

Receipt of the following Addenda is hereby acknowledged:

No. 1 dated 8/2/2022

No. \_\_\_\_\_ dated \_\_\_\_\_

No. 2 dated 8/4/2022

No. \_\_\_\_\_ dated \_\_\_\_\_

No. 3 dated 8/12/2022

No. \_\_\_\_\_ dated \_\_\_\_\_

No. \_\_\_\_\_ dated \_\_\_\_\_

No. \_\_\_\_\_ dated \_\_\_\_\_

Dow Electric, Inc.

(Name of Bidder)

Signed

Anthony D. Dow

Title

Secretary/Owner

Street

3874 State Route 11

City/State

Malone, New York

Zip Code 12953

Telephone

518-483-9777

Fax

518-483-9784

Cell Phone

315-250-7628

Email

anthonydow@dowelectric.com

Date

August 16, 2022

**FIELD ORDER /  
ALLOWANCE  
AUTHORIZATION**

OWNER	<input type="checkbox"/>	Ogdensburg CSD
ARCHITECT	<input checked="" type="checkbox"/>	BCA Architects & Engineers
CONSULTANTS	<input type="checkbox"/>	
CONTRACTOR	<input type="checkbox"/>	Dow Electric
FIELD	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	NYSED

PROJECT: 2022 Capital Outlay Project

FIELD ORDER NO. 401-01

OWNER: Ogdensburg City School District  
1100 State Street  
Ogdensburg, New York 13669

DATE: May 5, 2023

ARCHITECT'S  
PROJECT NO.: 2022-013

TO: Dow Electric, Inc.  
(Contractor) 3874 State Route 11  
Malone, New York 12953

CONTRACT NO.: No. 4 - Electrical

CONTRACT DATE: August 22, 2022

SED NO.: 51-23-00-01-0-006-013 Kennedy

SED PROJ. MGR: Wendy Clark

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

1. Add to relocated existing electrical outlets, data jacks and related surface raceway / wiremold in conflict with new mechanical fin tube radiation along the exterior walls of Counselor 34, BOCES Office 45 and 47, Psychology Office 48, District Speech 49, and Headstart 51.	\$	885.15
2. Add for the removal of electrical circuits and safety devices related to the removal of an abandoned divider curtain by the General Contractor within Gymnasium 67.	\$	138.38
3. Add to replace damaged parking lot light pole and related LED fixture for health & safety purposes.	\$	7,760.68
<b>Total</b>	<b>\$</b>	<b>8,784.21</b>

**ATTACHMENTS:**

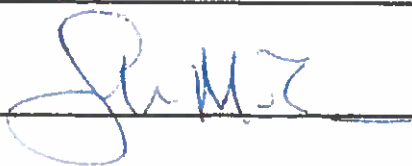
Dow Electric GC-03 proposal dated 3/21/2023 and 5/1/2023  
BCA Contract Drawings MD100, MD101, M100, M101, EL100, EL200

**ALLOWANCE SUMMARY**

Original Allowance:	\$	10,000.00
Previous Field Order: N/A	\$	-
Allowance Remaining prior to this Field Order:	\$	10,000.00
Net Decrease of this Field Order:	\$	(8,784.21)
Allowance Remaining:	\$	1,215.79

BCA Architects & Engineers

Shawn M. Travers, RA  
Architect/Engineer



Signature  
5/5/2023

Date



# 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:

4-01

### 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 6 0 1 3

District BEDS Code

Building Identification Number

Project number

District & Building Name

Ogdensburg City School District, John F. Kennedy Elementary School

Type of Project



Reconstruction /Alteration



Addition & Alteration



New Building



Other

Project Description

2022 Capital Outlay Project

Architect / Engineer firm

BCA Architects & Engineers 15 Public Square Watertown, NY 13601

name

address

Contact Person

Shawn M. Travers, R.A. Principal/Architect (315) 782-8130 stravers@thebcgroup.com

name & title

phone number & e-mail

Construction Manager firm

BCA Architects & Engineers 15 Public Square Watertown, NY 13601

name

address

Contact Person

Larry Coburn, Senior Construction Manager (315) 782-8130 lcoburn@thebcgroup.com

name & title

phone number & e-mail

District Contact Person

Kevin Kendall, Superintendent of Schools (315) 393-0900 kkendall@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 Under the Capital Project, the Form of Proposal for Contract No. 4 - Electrical included Bid Item No. 1 - Field Directive Allowance in the amount of \$10,000.00.

C During construction, there was one (1) Field Directive Order charged against the allowance in the amount of \$8,784.21; thereby leaving a balance of \$1,215.79.

D Deduct for unused Field Directive Allowance.  
DEDUCT (\$1,215.79)

# 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.

6/9/23

Date

  
Mr. Kevin Kendall, Superintendent of Schools

Mr. Kevin Kendall, 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.

5/31/2023

Date

BCA Architects & Engineers

Architectural / Engineering Firm Name



Mr. Shawn M. Travers, RA



**DOWELECTRIC**  
INCORPORATED

3874 State Route 11

Malone, NY 12953

Phone: 518-483-9777

Facsimile: 518-483-9784

## Letter of Transmittal

<b>Date:</b> June 5, 2023	<b>Attention:</b> Shawn Travers
	<b>Re:</b> Ogdensburg City School

We are sending you: ☐ Enclosed ☐ Under Separate Cover

☐ Prints ☐ Copy of letter ☐ Plans ☐ Specifications

☐ Shop Drawings ☒ Change order ☐ Certifications ☐ Qualifications Package

☐ Other ☐ Submittal ☐ Proposal ☐ Payment Application

COPIES	DATE	Number	DESCRIPTION
4			CO401-01 Unused Allowance

### These Are Transmitted:

☐ For Your Quote ☐ For Approval ☐ Corrected Prints

☐ For Your Use ☐ With Corrections ☐ Returning Bond

☒ As Requested ☐ Revise and Resubmit ☐ Accepted As Noted

☐ With Signature ☐ Copies For Distribution ☐ Accepted

### REMARKS:

Please sign and return one copy upon receipt. Other copy is for your records.

Thank you,

*Kim M. Dow*  
4/9/23

Kim M. Dow



**DOWELECTRIC**  
INCORPORATED

3874 State Route 11

Malone, NY 12953

Phone: 518-483-9777

Facsimile: 518-483-9784

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