

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

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SUBJECT: Board Approval of Change Order 1-01, Mechanical Upgrades  
Project 51-23-00-01-0-007-021 OFA

DATE: January 16, 2018

REASON FOR BOARD CONSIDERATION:

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

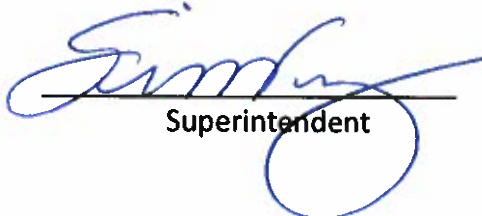
FACTS AND ANALYSIS:

Since the above-mentioned change order **decreases** the contract sum by \$7,400.00, 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 1-01, Mechanical Upgrades Project 51-23-00-01-0-007-021 OFA, presented this 16<sup>th</sup> day of January, 2018.

APPROVED FOR PRESENTATION TO THE BOARD:

  
\_\_\_\_\_  
Superintendent

TVM/alf  
Attachment

# CHANGE ORDER

No. 1-01

<b>PROJECT:</b> Capital Outlay Project Mechanical Upgrades  <b>OWNER:</b> Ogdensburg City School District 1100 State Street Ogdensburg, New York 13669  <b>CONTRACTOR:</b> Burns Bros. Contractors (Name, Address) 7504 US Rt. 11 Potsdam, NY 13676  <b>CONTRACT FOR:</b> No. 1 - Mechanical  <b>CONTRACT DATE:</b> November 20, 2017	<b>DATE OF ISSUANCE:</b> December 18, 2017  <b>ENGINEER:</b> Bernier Carr & Associates 327 Mullin Street Watertown, New York 13601  <b>ENGINEER'S PROJECT NO.:</b> 2017-021  <b>SED PROJ. MGR.:</b> Sigrid Coons  <b>SED CONTROL NO.:</b> 51-23-00-01-0-007-021 OFA
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**You are directed to make the following changes in the Contract Documents to include all labor, material, and equipment:**

Deduct to eliminate all work associated with the removal of existing classroom unit ventilator, and \$ (7,400.00) installation of new fan coil unit FCU1-1 within Work Room B105 as shown on contracts M1-001 and M1-100.

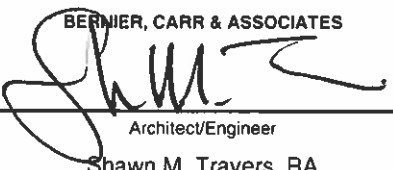
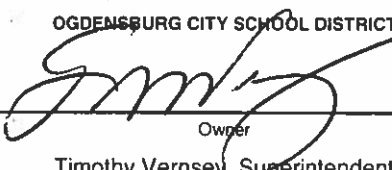
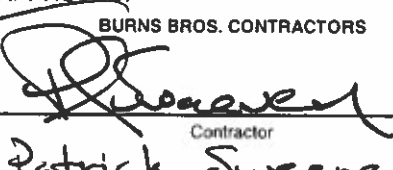
**Total \$ (7,400.00)**

Attachments: (list documents supporting change)

- Proposals from Burns Bros. Contractors
- Bernier, Carr & Associates' related Contract Drawings

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  \$ 91,960.00	Original Contract Time <u>as per Milestone Construction Schedule</u> <small>days or date</small>
Previous Change Order: N/A  \$ 0.00	Net Change from previous Change Orders <u>none</u> <small>days</small>
Contract Price prior to this Change Order  \$ 91,960.00	Contract Time prior to this Change Order <u>as per Milestone Construction Schedule</u> <small>days or date</small>
Net Increase of this Change Order  \$ (7,400.00)	Net Increase of this Change Order <u>none</u> <small>days</small>
Contract Price with all approved Change Orders  \$ 84,560.00	Contract Time with all approved Change Orders <u>as per Milestone Construction Schedule</u> <small>days or date</small>

<b>RECOMMENDED:</b>  BERNIER, CARR & ASSOCIATES Architect/Engineer Shawn M. Travers, RA Print or Type Name phone: (315) 782-8130 date: 12-18-17	<b>APPROVED:</b>  OGDENSBURG CITY SCHOOL DISTRICT Owner Timothy Vernsey, Superintendent Print or Type Name phone: (315) 393-0900 date: 12/14/2017	<b>APPROVED:</b>  BURNS BROS. CONTRACTORS Contractor Patrick Sweeney Print or Type Name phone: (315) 268-0034 date: 12-18-17
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**Burns Bros Contractors**

- BURNS BROS - 1111 1111

**PROPOSAL**

**TO: Stephen Shockley  
Bernier Carr & Associates**  
**RE: 2017-021 FCU Credit**

**DATE: 10/31/2017**

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BURNS BROS CONTRACTORS INC OFFER THE FOLLOWING CREDIT FOR OGDENSBURG  
SCHOOL FCU 1-1 HANGING UNIT IN ROOM B105 PER DRAWING M1-100

**PRICE: -\$7,400.00**

QUOTE IS GOOD FOR THIRTY (30) DAYS

THANK YOU FOR THE OPPORTUNITY TO PROVIDE YOU WITH THIS QUOTE. IF YOU SHOULD HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT US. Any work performed other than stated above will be considered as extra work and will be billed accordingly.

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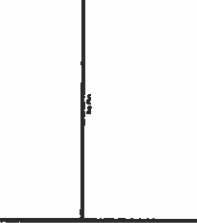
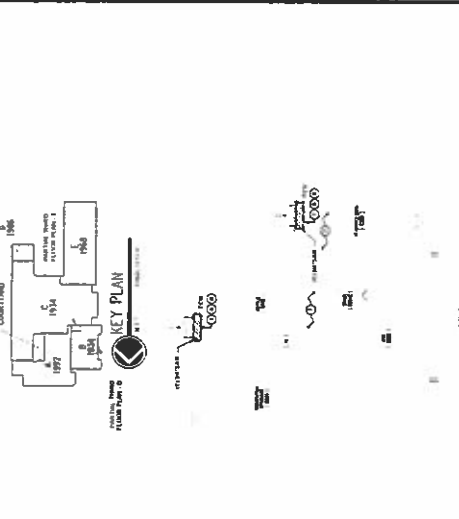
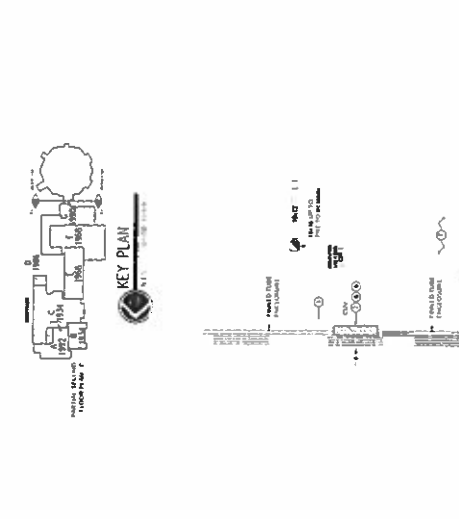
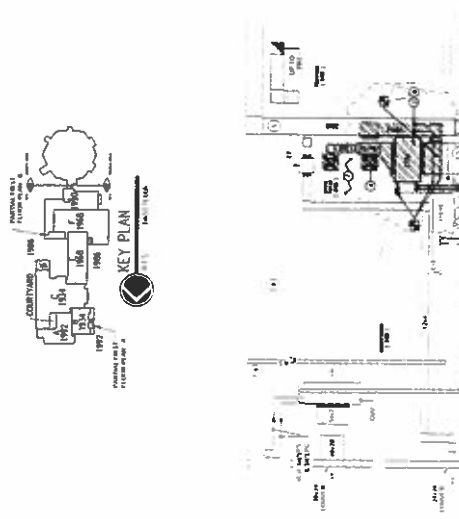
BURNS BROS. CONTRACTORS, INC.

PATRICK SWEENEY, REGIONAL MANAGER

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7504 US Highway 11  
Potsdam, NY 13676  
315-268-0034  
FAX 315-268-1041

- RELOCATE, DUMP, REUSE:**
- 1. DEMOLITION CONTRACTOR SHALL VERIFY TO BE REMOVED AS SHOWN ON DRAWINGS AND REMOVED TO BE REUSED.
  - 2. REMOVED MATERIALS SHALL BE STORED IN THE COURTYARD OR TO BE REUSED ON THE PROJECT.
  - 3. DEMOLITION CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING PERMITS AND LICENSES FROM LOCAL AGENCIES AND FOR THE PROPER DISPOSAL OF ALL WASTE MATERIALS.
  - 4. DEMOLITION CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER DISPOSAL OF ALL WASTE MATERIALS AND FOR THE PROPER REUSE OF ALL REUSEABLE MATERIALS.
  - 5. DEMOLITION CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER DISPOSAL OF ALL WASTE MATERIALS AND FOR THE PROPER REUSE OF ALL REUSEABLE MATERIALS.
  - 6. DEMOLITION CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER DISPOSAL OF ALL WASTE MATERIALS AND FOR THE PROPER REUSE OF ALL REUSEABLE MATERIALS.



BCA  
ARCHITECTS  
ENGINEERS

BCA  
ARCHITECTS  
ENGINEERS

BCA  
ARCHITECTS  
ENGINEERS

BCA  
ARCHITECTS  
ENGINEERS

**BCA**  
ARCHITECTS  
ENGINEERS

James W. ...  
Professional Engineer  
No. ...  
Exp. ...

**OGDENSBURG CITY SCHOOL DISTRICT**  
CAPITAL OUTLAY PROJECT: MECHANICAL UPDATES  
OGDENSBURG FREE ACADEMY

DATE: ...	PROJECT: ...
CLIENT: ...	LOCATION: ...
SCALE: ...	SHEET: ...

DEMOLITION PLANS

**M1-001**  
BID SET

**BCA**  
ARCHITECTS  
ENGINEERS

James W. ...  
Professional Engineer  
No. ...  
Exp. ...

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DEMOLITION PLANS

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ENGINEERS

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Professional Engineer  
No. ...  
Exp. ...

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OGDENSBURG FREE ACADEMY

DATE: ...	PROJECT: ...
CLIENT: ...	LOCATION: ...
SCALE: ...	SHEET: ...

DEMOLITION PLANS

**M1-001**  
BID SET

- IF INDICATED, THE SHELL**
1. AIR COOL UNIT COIL TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS. PROVIDE A MINIMUM 18" CLEARANCE FROM THE UNIT TO THE WALLS AND CEILING TO ALLOW FOR AIR FLOW.
  2. PROVIDE AN ELECTRICAL CONNECTION TO THE UNIT IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS. PROVIDE A MINIMUM 18" CLEARANCE FROM THE UNIT TO THE WALLS AND CEILING TO ALLOW FOR AIR FLOW.
  3. PROVIDE A MINIMUM 18" CLEARANCE FROM THE UNIT TO THE WALLS AND CEILING TO ALLOW FOR AIR FLOW.
  4. PROVIDE A MINIMUM 18" CLEARANCE FROM THE UNIT TO THE WALLS AND CEILING TO ALLOW FOR AIR FLOW.
  5. PROVIDE A MINIMUM 18" CLEARANCE FROM THE UNIT TO THE WALLS AND CEILING TO ALLOW FOR AIR FLOW.
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  9. PROVIDE A MINIMUM 18" CLEARANCE FROM THE UNIT TO THE WALLS AND CEILING TO ALLOW FOR AIR FLOW.
  10. PROVIDE A MINIMUM 18" CLEARANCE FROM THE UNIT TO THE WALLS AND CEILING TO ALLOW FOR AIR FLOW.

- KEY PLAN**
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- MECHANICAL UNIT - VENTILATION UNIT**
- 
- MECHANICAL UNIT - COIL UNIT**
- 

- MECHANICAL UNIT - VENTILATION UNIT**
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- MECHANICAL UNIT - COIL UNIT**
- 

**MECHANICAL UNIT - VENTILATION UNIT**

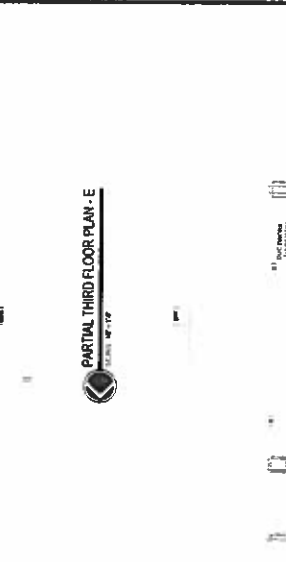
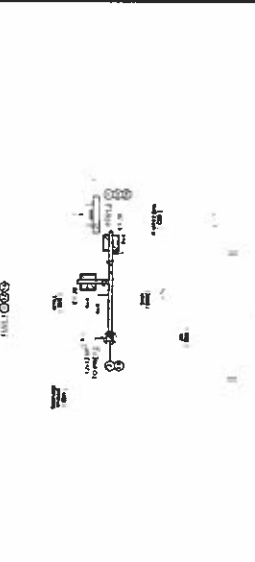
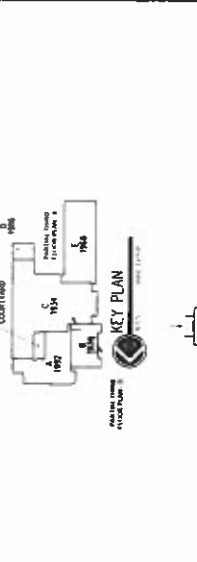
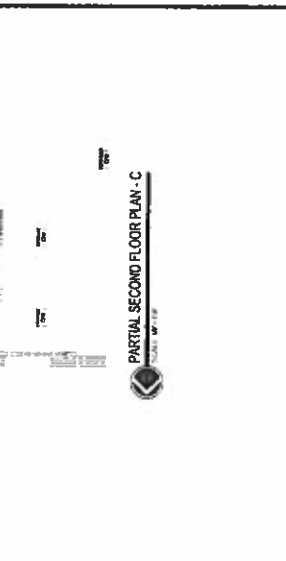
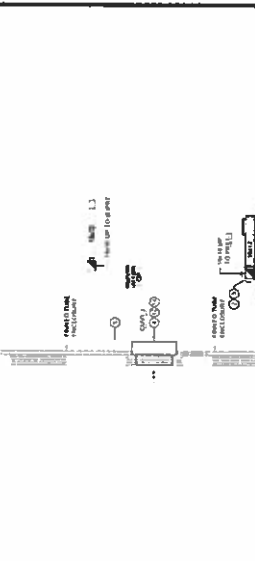
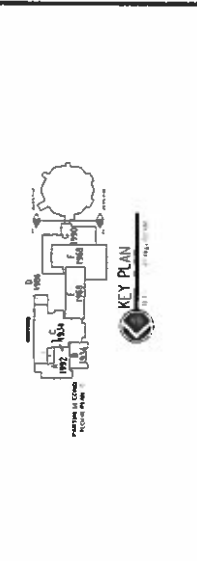
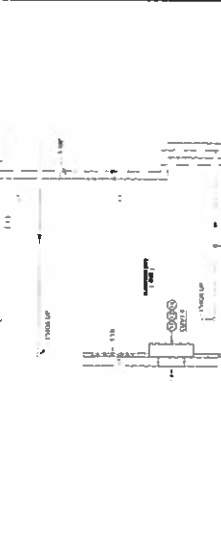
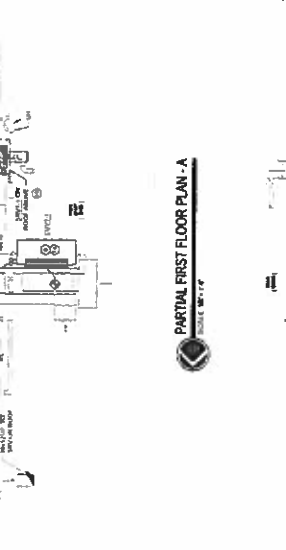
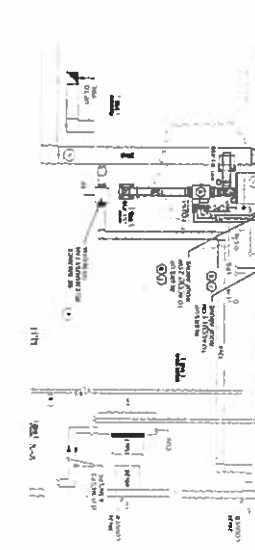
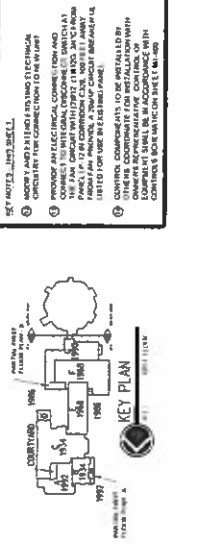
**MECHANICAL UNIT - COIL UNIT**

**MECHANICAL UNIT - VENTILATION UNIT**

**MECHANICAL UNIT - COIL UNIT**

**MECHANICAL UNIT - VENTILATION UNIT**

**MECHANICAL UNIT - COIL UNIT**





# 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:

1-01

### 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	7	0	2	1
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District BEDS Code

Building Identification Number

Project number

District & Building Name

Ogdensburg City School District - OFA

Type of Project

Reconstruction /Alteration  Addition & Alteration  New Building  Other

Project Description

Capital Outlay Project - Mechanical Upgrades

Architect / Engineer firm

Bernier Carr & Associates 327 Mullin Street Watertown, NY 13601

name

address

Contact Person

Shawn Travers, R.A. 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, Supt. 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 deleted scope of work.
B	As part of the Capital Outlay Project, fan coil FCU1-1 was scheduled for installation within Work Room B105 as per contract drawing M1-001 and M1-100.
C	Upon bidding the project, it was discovered the apparent low bid was higher than anticipated; thereby encumbering most of the schools incidental allowance. As such, the District re-prioritized the replacement of mechanical equipment, and determined the existing classroom unit ventilator within Work Room B105 was adequate in providing their current HVAC needs.
D	Deduct to eliminate all work associated with the removal of existing classroom unit ventilator, and installation of new fan coil unit FCU1-1 within Work Room B105 as shown on contracts M1-001 and M1-100.

# CHANGE ORDER CERTIFICATION

## 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 performance with the Opinion of the State Comptroller No. 60-505.

12/14/2017  
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.

12-18-17  
Date

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

  
Mr. Shawn M. Travers, RA