# Change Order

Project: **District Wide HVAC**
**Monroe Elementary School**
**3750 Monterey Blvd**
**San Leandro CA 94577**

**CO #: 1**
Date: June 12, 2018
Contract Date: June 11, 2018
DSA Application #: N/A
DSA File #: N/A

Owner: **San Leandro Unified School District**
**14735 Juniper Street**
**San Leandro, CA 94518**

Contractor: **Indoor Environmental Services**
**1512 Silica Avenue**
**Sacramento, CA 95815**

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You are directed to make the following change(s) in this Contract:

Work Based Upon:
**Exposed conduit to be upgraded from EMT to GRC Rigid Conduit.**

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Proposed Adjustments

1. The proposed basis of adjustment to the Contract Amount:
   - ☑ Lump Sum increase of: **$40,206.00**
   - ☐ Unit Price of $_____ per_____
   - ☐ Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation of cost, but Not To Exceed: $
   - ☐ As follows:

2. The Contract Time is proposed to remain unchanged / changed.

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The work covered by this order shall be performed under the same terms and conditions as that of the original contract.

When signed by the Owner, Architect, and Construction Manager and received by the Contractor, this document becomes effective IMMEDIATELY as a Change Order (CO), and the Contractor shall proceed with the change(s) described above.
Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CO.

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| Architect | Construction Manager | Owner | Contractor |
|---|---|---|---|
| **N/A** | **RGM & Associates**<br>**3230 Monument Way**<br>**Concord, CA 94518** | **San Leandro USD**<br>**14735 Juniper Street**<br>**San Leandro, CA 94579** | **Indoor Environmental Services**<br>**1512 Silica Avenue**<br>**Sacramento, CA 95815** |
| Name:_____ | Name:_____ | Name:_____ | Name:_____ |
| By:_____ | By:_____ | By:_____ | By:_____ |
| Date:_____ | Date:_____ | Date:_____ | Date:_____ |

**FORMAT FOR PROPOSED CHANGE FOR <u>SUBCONTRACTOR</u> PERFORMED WORK**

| | **<u>SUBCONTRACTOR PERFORMED WORK</u>** | ADD | DEDUCT |
|---|---|---|---|
| **(A)** | **<u>Labor Charge</u>**<br>1. **Hours.** Attach total itemized hours.<br><br>2. **Rate.** This shall be no more than the Straight-Time Total Hourly Rate as determined by the Department of Industrial Relations ("DIR") for the applicable labor category. | N/A<br><br>N/A | |
| **(B)** | **<u>Labor Burden & Worker's Compensation Charge</u>**<br>1. This shall be no more than twenty percent (20%) of **item (A)**, the Labor Charge.<br><br>2. This shall be the total cumulative labor burden & worker's compensation charge permitted for all Subcontractors or Subcontractor's Subcontractor(s) (i.e., all "lower-tier" Subcontractor(s)). | N/A<br><br>N/A | |
| **(C)** | **<u>Subtotal (A+B)</u>** | N/A | |
| **(D)** | **<u>Material Charge</u>**<br>Attach itemized quantity and unit cost plus sales tax and invoice(s) from vendor(s). | $40,206.00 | |
| **(E)** | **<u>Equipment Charge</u>**<br>Attach invoice(s) from supplier(s). | N/A | |
| **(F)** | **<u>Subtotal (C+D+E)</u>** | $40,206.00 | |
| **(G)** | **<u>Subcontractor's Overhead and Profit Charge</u>**<br>1. This shall be no more than thirteen point five percent (13.5%) of **item (F)**.<br><br>2. This shall be the total cumulative overhead and profit mark-up permitted for the Subcontractors and Subcontractors' Subcontractor(s) (i.e., all "lower-tier" Subcontractor(s)). | N/A<br><br>N/A | |
| **(H)** | **<u>Subtotal (F+G)</u>** | | |
| **(I)** | **<u>Contractor's Overhead, Profit, Bond and Insurance</u>**<br>1. This shall be no more than seven percent (7%) of **Item (H)**.<br><br>2. This shall be the total overhead and profit and bond and insurance mark-up permitted for Contractor. | N/A<br><br>N/A | |
| **(J)** | **<u>Subtotal (H+I)</u>** | N/A | |
| **(K)** | **<u>Time</u>** | **<u>N/A</u> Days** | |
| **(L)** | **<u>Contractor's Home Office Overhead</u>**<br><br>This shall be no more than $200 times the number of days of Item (K) (i.e., not to exceed $200/day) | N/A | |
| **(M)** | **<u>TOTAL (J+L)</u>** | $40,206.00 | |