SAN LEANDRO UNIFIED SCHOOL DISTRICT
Business Services Division

PO Change Order Request Form

This form will be used to request a change in the amount of the Purchase Order. Please use a plus (+) sign to indicate an increase or a minus (-) sign to indicate a decrease in the balance of the Purchase Order.

Vendor Name RA Jones P.O.# J20-00228

Acct. No: 212-6270-9112-0000-8500-004-30- -803 Amount $ 36,494.05

Acct. No: Amount $

Comments:
Please increase the above PO by $36,494.05 to include the attached Change Order for the Madison ES Portable Project

Authorized Signature: _____ Date:

Posted By: (Purchasing): Date:

Budget Transfer # _____ Posted By: _____ Date:_____

All requests should be completed by site staff and then approved by site/program Manager. Please forward all signed and completed paperwork to the Purchasing Dept. in the District Office.

If necessary, please attach Budget Transfer request to this form to cover the increase of the Purchase Order. If there is a Budget Transfer Form attached, both requests will be forwarded to the Budget Technician, which will be processed and later forwarded to the Purchasing Dept.

Change Order

Project: **Madison Portable Modernization**
14751 Juniper Street
San Leandro, CA 94579

CO #: 1
Date: September 22, 2020
Contract Date:3/31/20
DSA Application #: N/A
DSA File #: N/A

Owner: **San Leandro Unified School District**
1145 Aladdin Avenue
San Leandro, CA 94577

Contractor: **Robert Jones**
PO Box 835, Thornton
CA 95286

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

Work Based Upon: See attached for more details:

PCO #1– More floor prep work due to old glue on the existing wooden base in all 6 classrooms
PCO #2 – Demolition and Disposal of old flooring tiles.
PCO #3 – New Gutter installation- material cost only.
PCO #4 – Paint ceiling trims in 6 classrooms.
PCO #5 – Changed window screens for 6 classrooms.
PCO #6 – Handrail addition outside the boys restroom.
PCO#7- New Drinking fountain addition in the hallway.
PCO#8- Credit for ceiling tiles not installed.

Proposed Adjustments

1. The proposed basis of adjustment to the Contract Amount:
   - ☑ Lump Sum increase of $ 36,494.05
   - ☐ 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.

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.

Construction Manager	Owner	Contractor
RGM Kramer Inc, **3230 Monument Way** **Concord, CA 94518**	**San Leandro USD** **1145 Aladdin Ave,** **San Leandro, CA 94577**	**R A Jones** **PO Box 835 Thornton, CA 95286**
Name:_____	Name:_____	Name:_____
By:_____	By:_____	By:_____
Date:_____	Date:_____	Date:_____

PROPOSED CHANGE ORDER

RA JONES CONSTRUCTION

Distribution to:
OWNER ☐
ARCHITECT ☐
CONSTRUCTION MANAGER ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

PROJECT: SLUSD
(Name, address)

PCO NUMBER: 1

DATE: 9-22-20

TO: San Leandro Unified School Dist.

PROJECT No.: 19-13

Reference: RFI # _____ PR # _____ ASI# _____
CCA # _____ CCD # _____

CONTRACT FOR:

CONTRACT DATE: 4-21-20

Description of work: Flooring Prep after VCT Removed

1. Subcontractor Work (mark-up not to exceed 10%)
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

1. Subcontractor Quote	$	14,531.00
2. Subcontractor Quote	$	
3. Subcontractor Quote	$	
SUBTOTAL	$	14531.00
Contractor mark-up on Sub work (not to exceed 5%)	$	726.00
TOTAL - 1	$	15257.00

2. Work Performed by Prime Contractor
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

Materials	$	
Labor	$	
Equipment	$	
SUBTOTAL	$	
Prime Contractor OH&P (not to exceed ~~15%~~ 5%)	$	
TOTAL - 2	$	0
TOTAL - 1 & 2	$	15257.00
Bond Premium (actual rate, not to exceed 2%)	$	305.00
TOTAL PROPOSED CHANGE	$	15,562.00

Extension of Contract Time proposed _____ Days.

Prepared by Ted A Jones Date 9-22-20

PROPOSED CHANGE ORDER

RA JONES CONSTRUCTION

Distribution to:
- OWNER ☐
- ARCHITECT ☐
- CONSTRUCTION MANAGER ☐
- CONTRACTOR ☐
- FIELD ☐
- OTHER ☐

PROJECT: SLUSD
(Name, address)

PCO NUMBER: 2

DATE: 9-22-20

TO: SLUSD

PROJECT No.: 19-13

CONTRACT FOR:

Reference: RFI # _____ PR # _____ ASI# _____
CCA # _____ CCD # _____

CONTRACT DATE: 4-21-20

Description of work: VCT Removal + Disposal

1. Subcontractor Work (mark-up not to exceed 10%)
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

1. Subcontractor Quote	$	
2. Subcontractor Quote	$	
3. Subcontractor Quote	$	
SUBTOTAL	$	
Contractor mark-up on Sub work (not to exceed 5%)	$	
TOTAL - 1	$	0

2. Work Performed by Prime Contractor
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

Materials	$	
Labor	$	18,000 00
Equipment	$	1000 00
SUBTOTAL	$	19,000 00
Prime Contractor OH&P (not to exceed ~~15%~~ 5%)	$	950
TOTAL - 2	$	19,950
TOTAL - 1 & 2	$	399
Bond Premium (actual rate, not to exceed 2%)	$	
TOTAL PROPOSED CHANGE	$	20,349

Extension of Contract Time proposed _____ Days.

Prepared by _____ Date 9-22-20

PROPOSED CHANGE ORDER

RA JONES CONSTRUCTION

Distribution to:
- OWNER ☐
- ARCHITECT ☐
- CONSTRUCTION MANAGER ☐
- CONTRACTOR ☐
- FIELD ☐
- OTHER ☐

PROJECT: SLUSD
(Name, address)

PCO NUMBER: 3

DATE: 9-22-20

TO: SLUSD

PROJECT No.: 19-13

Reference: RFI # _____ PR # _____ ASI# _____
CCA # _____ CCD # _____

CONTRACT FOR:

CONTRACT DATE: 4-21-20

Description of work: New Downspouts (18) + paint

1. Subcontractor Work (mark-up not to exceed 10%)
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

1. Subcontractor Quote	$	
2. Subcontractor Quote	$	
3. Subcontractor Quote	$	
SUBTOTAL	$	
Contractor mark-up on Sub work (not to exceed 5%)	$	
TOTAL - 1	$	0

2. Work Performed by Prime Contractor
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

Materials	$	3,700.00
Labor	$	
Equipment	$	
SUBTOTAL	$	
Prime Contractor OH&P (not to exceed ~~15%~~ 5%)	$	185
TOTAL - 2	$	3,885
TOTAL - 1 & 2	$	
Bond Premium (actual rate, not to exceed 2%)	$	77.7
TOTAL PROPOSED CHANGE	$	3,962.7

Extension of Contract Time proposed _____ Days.

Prepared by _____ Date 9-22-20

PROPOSED CHANGE ORDER

RA JONES CONSTRUCTION

Distribution to:
- OWNER ☐
- ARCHITECT ☐
- CONSTRUCTION MANAGER ☐
- CONTRACTOR ☐
- FIELD ☐
- OTHER ☐

PROJECT: SLUSD
(Name, address)

PCO NUMBER: 4

DATE: 9-22-20

TO: SLUSD

PROJECT No.: 19-13

CONTRACT FOR:

Reference: RFI # _____ PR # _____ ASI# _____
CCA # _____ CCD # _____

CONTRACT DATE: 4-21-20

Description of work: Paint + install 1x6 Trim at Ceiling Joints in 6 Classrooms

1. Subcontractor Work (mark-up not to exceed 10%)

(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

1. Subcontractor Quote	$	
2. Subcontractor Quote	$	
3. Subcontractor Quote	$	
SUBTOTAL	$	
Contractor mark-up on Sub work (not to exceed 5%)	$	
TOTAL - 1	$	~~0~~

2. Work Performed by Prime Contractor

(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

Materials	$	400.00
Labor	$	2000.00
Equipment	$	
SUBTOTAL	$	2400.00
Prime Contractor OH&P (not to exceed ~~15%~~ 5%)	$	120
TOTAL - 2	$	2,520
TOTAL - 1 & 2	$	
Bond Premium (actual rate, not to exceed 2%)	$	50.4
TOTAL PROPOSED CHANGE	$	2,570.4

Extension of Contract Time proposed _____ Days.

Prepared by Paul A Jones Date 9-22-20

PROPOSED CHANGE ORDER

RA JONES CONSTRUCTION

Distribution to:
OWNER ☐
ARCHITECT ☐
CONSTRUCTION MANAGER ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

PROJECT: SLUSD
(Name, address)

PCO NUMBER: 5

DATE: 9-22-20

TO: SLUSD

PROJECT No.: 19-13

Reference: RFI # _____ PR # _____ ASI# _____
CCA # _____ CCD # _____

CONTRACT FOR:

CONTRACT DATE: 4-21-20

Description of work: 10 new window screens

1. Subcontractor Work (mark-up not to exceed 10%)
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

1. Subcontractor Quote $ _____
2. Subcontractor Quote $ _____
3. Subcontractor Quote $ _____

SUBTOTAL $ _____

Contractor mark-up on Sub work (not to exceed 5%) $ _____

TOTAL - 1 $ 0

2. Work Performed by Prime Contractor
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

Materials $ 450.00
Labor $ _____
Equipment $ _____

SUBTOTAL $ 450.00

Prime Contractor OH&P (not to exceed ~~15%~~ 5%) $ 22.5

TOTAL - 2 $ 472.5

TOTAL - 1 & 2 $ _____

Bond Premium (actual rate, not to exceed 2%) $ 9.45

TOTAL PROPOSED CHANGE $ 481.95

Extension of Contract Time proposed _____ Days.

Prepared by _____ Date 9-22-20

PROPOSED CHANGE ORDER

RA JONES CONSTRUCTION

Distribution to:
OWNER ☐
ARCHITECT ☐
CONSTRUCTION MANAGER ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

PROJECT: SLUSD
(Name, address)

PCO NUMBER: 6

DATE: 9-22-20

TO: SLUSD

PROJECT No.: 19-13

Reference: RFI # _____ PR # _____ ASI# _____
CCA # _____ CCD # _____

CONTRACT FOR:

CONTRACT DATE: 4-21-20

Description of work: Install new Galvanized Handrail

1. Subcontractor Work (mark-up not to exceed 10%)
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

1. Subcontractor Quote $ _____
2. Subcontractor Quote $ _____
3. Subcontractor Quote $ _____

SUBTOTAL $ _____

Contractor mark-up on Sub work (not to exceed 5%) $ _____

TOTAL - 1 $ ~~0~~

2. Work Performed by Prime Contractor
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

Materials $ 1200 oc
Labor $ 1800 oc
Equipment $ _____

SUBTOTAL $ 3000 oc

Prime Contractor OH&P (not to exceed ~~15%~~ 5%) $ 150

TOTAL - 2 $ 3,150

TOTAL - 1 & 2 $ _____

Bond Premium (actual rate, not to exceed 2%) $ 63

TOTAL PROPOSED CHANGE $ 3,213

Extension of Contract Time proposed _____ Days.

Prepared by _____ Date 9-22-20

PROPOSED CHANGE ORDER

RA JONES CONSTRUCTION

Distribution to:
OWNER ☐
ARCHITECT ☐
CONSTRUCTION MANAGER ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

PROJECT: SLUSD
(Name, address)

TO: SLUSD

PCO NUMBER: 7

DATE:

PROJECT No.:

CONTRACT FOR:

CONTRACT DATE:

Reference: RFI # _____ PR # _____ ASI# _____
CCA # _____ CCD # _____

Description of work: install District Supplied Hydration Station

1. Subcontractor Work (mark-up not to exceed 10%)
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

1. Subcontractor Quote	$	
2. Subcontractor Quote	$	
3. Subcontractor Quote	$	
SUBTOTAL	$	
Contractor mark-up on Sub work (not to exceed 5%)	$	
TOTAL - 1	$	0

2. Work Performed by Prime Contractor
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

Materials	$	1000.00
Labor	$	4000.00
Equipment	$	
SUBTOTAL	$	5000.00
Prime Contractor OH&P (not to exceed ~~15%~~ 5%)	$	250
TOTAL - 2	$	5,250
TOTAL - 1 & 2	$	
Bond Premium (actual rate, not to exceed 2%)	$	105
TOTAL PROPOSED CHANGE	$	5,355

Extension of Contract Time proposed _____ Days.

Prepared by _____ Date 9-22-20

PROPOSED CHANGE ORDER

RA JONES CONSTRUCTION

Distribution to:
OWNER ☐
ARCHITECT ☐
CONSTRUCTION MANAGER ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

PROJECT: SLUSD
(Name, address)

PCO NUMBER: 8

DATE: 9-22-20

TO: SLUSD

PROJECT No.: 19-13

Reference: RFI # _____ PR # _____ ASI# _____
CCA # _____ CCD # _____

CONTRACT FOR:

CONTRACT DATE: 4-21-20

Description of work: Credit for Ceiling work

1. Subcontractor Work (mark-up not to exceed 10%)
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

1. Subcontractor Quote $ _____
2. Subcontractor Quote $ _____
3. Subcontractor Quote $ _____

SUBTOTAL $ _____

Contractor mark-up on Sub work (not to exceed 5%) $ _____

TOTAL - 1 $ _____

2. Work Performed by Prime Contractor
(Please attached all required backup, quantities, unit cost, etc., associated with work performed.)

Materials $ _____

Labor $ _____

Equipment $ _____

SUBTOTAL $ _____

Prime Contractor OH&P (not to exceed 15%) $ _____

TOTAL - 2 $ _____

TOTAL - 1 & 2 $ _____

Bond Premium (actual rate, not to exceed 2%) $ _____

TOTAL PROPOSED ~~CHANGE~~ credit $ (15,000.00)

Extension of Contract Time proposed _____ Days.

Prepared by _____ Date 9-22-20