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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 WLC P.O.# J18-00127

Acct. No: 212-6211-9112-0000-8500-008-30- -803 Amount $11,250.00

Acct. No: Amount $

Acct. No: Amount $

Comments:
Please increase the above PO by $11,250 on the acct. listed to include the add services for the 4 site portables.

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.

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ARCHITECTS WLC CLIENT FOCUSED. PASSION DRIVEN.

ADDITIONAL SERVICES AUTHORIZATION

PROJECT NAME: Replacement of Portable Classrooms **DATE:** October 12, 2021

CLIENT: San Leandro Unified School District **WLC PROJECT NO.:** 1816200.06

PH. NO.: (510) 667-3500 **FAX NO.:** (510)667-6234 **ASA NO.:** 03

ADDITIONAL SERVICE DESCRIPTION:

In reference to McKinley Elementary School Portable Replacements.

WLC additional architectural and engineering services to provide asphalt paving, additional (10) parking stalls along the southeast side of Building D. Work includes but not limited to the following: revisions to DSA approved plans site accessibility plan, grading plans, and details for DSA review and approval.

Architectural	$	3,000.00
Civil		6,000.00
Architectural Mark-up 10%		600.00
Total	**$**	**9,600.00**

FEE SCHEDULE:

We will invoice for this work against our Project No. 1816200. We will invoice for this work as a lump sum of Nine Thousand Six Hundred Dollars ($9,600.00) including additional consulting costs.

ADDITIONAL SERVICES APPROVAL

Please sign and return:

Acceptance copy of this service authorization **MUST BE** returned prior to commencement of work.

SIGNATURE: _____ _____

PRINT NAME: Aaron Kerrigan _____ _____

FROM: _____, WLC Architects, Inc.
KEVIN A. MacQUARRIE, AIA
Managing Partner

ACKNOWLEDGMENT COPY - PLEASE SIGN AND RETURN

cc: Stephanie Quintero, Director of Accounting, WLC Architects, Inc.
Pat Rose-Cluster, Director of Operations, WLC Architects, Inc.

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ARCHITECTS WLC CLIENT FOCUSED. PASSION DRIVEN.

ADDITIONAL SERVICES AUTHORIZATION

PROJECT NAME: Replacement of Portable Classrooms **DATE:** October 12, 2021

CLIENT: San Leandro Unified School District **WLC PROJECT NO.:** 1816200.06

PH. NO.: (510) 667-3500 **FAX NO.:** (510)667-6234 **ASA NO.:** 04

ADDITIONAL SERVICE DESCRIPTION:

In reference to Roosevelt Elementary School Portable Replacements and Washington Elementary School Portable Replacements.

WLC additional engineering services to provide civil engineer review stamp and signature for the proposed traffic control plan for Roosevelt Elementary School and Washington Elementary School Modular Classroom projects. A stamp and signature by a registered civil engineer is required by the City of San Leandro Public Works for permit purposes.

Civil	$	1,500.00
Architectural Mark-up 10%		150.00
Total	**$**	**1,650.00**

FEE SCHEDULE:

We will invoice for this work against our Project No. 1816200. We will invoice for this work as a lump sum of One Thousand Six Hundred Fifty Dollars ($1,650.00) including additional consulting costs.

ADDITIONAL SERVICES APPROVAL

Please sign and return:

Acceptance copy of this service authorization **MUST BE** returned prior to commencement of work.

SIGNATURE: _____

PRINT NAME: Aaron Kerrigan

FROM: _____, WLC Architects, Inc.

KEVIN A. MacQUARRIE, AIA
Managing Partner

ACKNOWLEDGMENT COPY - PLEASE SIGN AND RETURN

cc: Stephanie Quintero, Director of Accounting, WLC Architects, Inc.
Pat Rose-Cluster, Director of Operations, WLC Architects, Inc.

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