

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** *IVC* **DATE:** June 28, 2019

**TOPIC/TITLE:** Change Order #1 for District Security Window Project BG 18-330

**PRESENTER:** Amy M. Smith *AMS*

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☒ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

**BACKGROUND INFORMATION:**

Board approval is required for all construction documents.

**SUMMARY OF MAJOR ELEMENTS:**

Approval of the attached Change Orders for District Security Window Project is requested. The \$4000 decrease to the contract with Woodford Builders to remove the install of the steel barriers and an \$80.28 increase to add a 1 inch insulated glass at Safe Harbor

**IMPACT ON RESOURCES:** See Attached - Total net Decrease of \$3,919.72

**TIMETABLE FOR FURTHER REVIEW OR ACTION:** N/A

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended ☐ Not Recommended

*D. Scott Hawkins by AMS*

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# **AIA® Document G701™ – 2017**

## Change Order

**PROJECT:** (Name and address)  
District Wide Security Improvements

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: June 03, 2019

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001  
Date: June 21, 2019

**OWNER:** (Name and address)  
WOODFORD COUNTY BOARD OF  
EDUCATION  
330 PISGAH PIKE  
VERSAILLES KENTUCKY  
40383

**ARCHITECT:** (Name and address)  
TATE HILL JACOBS ARCHITECTS  
  
346 EAST MAIN STREET  
LEXINGTON, KENTUCKY  
40507

**CONTRACTOR:** (Name and address)  
WOODFORD BUILDERS  
  
440 FAIRMAN ROAD  
LEXINGTON, KY 40511

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Work of Proposal Request One including deletion of painted welded wire barriers at Southside & Safe Harbor and substitution of 1" insulated glass in lieu of single pane glass at exterior doors at Safe Harbor.

The original Contract Sum was	\$ 113,636.76
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 113,636.76
The Contract Sum will be decreased by this Change Order in the amount of	\$ 4,000.00
The new Contract Sum including this Change Order will be	\$ 109,636.76

The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be August 5, 2019

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

TATE HILL JACOBS ARCHITECTS

WOODFORD BUILDERS

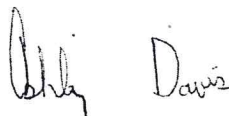
WOODFORD COUNTY BOARD OF  
EDUCATION

**ARCHITECT** (Firm name)

**CONTRACTOR** (Firm name)

**OWNER** (Firm name)







**SIGNATURE**

**SIGNATURE**

**SIGNATURE**

MARGARET JACOBS, PRINCIPAL

ASHLEY DAVIS, PRESIDENT

SCOTT HAWKINS,  
SUPERINTENDENT

**PRINTED NAME AND TITLE**

**PRINTED NAME AND TITLE**

**PRINTED NAME AND TITLE**

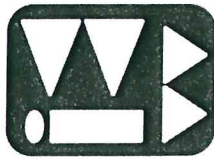
June 21, 2019

6/21/19

**DATE**

**DATE**

**DATE**



# Woodford Builders

440 Fairman Rd · Lexington, KY 40511 · (859) 252-0815 · (859) 231-9798 (F)



June 20, 2019

Ms. Margaret Jacobs  
Tate Hill Jacobs Architects  
346 East Main Street  
Lexington, KY 40507

**Re: WCPS Security Improvements  
Versailles, Kentucky**

Dear Margie:

Per Proposal Request No. 1, eliminate wire barriers and paint finish at Safe Harbor and Southside. Add 1" insulated glass at Safe Harbor.

Credit for Wire Barriers (\$ 4,000.00)

Please issue a change order decreasing our contract in the amount of:  
**Four Thousand Dollars and No Cents.....(\$4,000.00).**

Add for Insulated Glass \$ 80.28

Please issue a change order increasing the DPO to School Guard Glass in the amount of:  
**Eighty Dollars and Twenty Eight Cents.....(\$ 80.28).**

**Note:** This is small add due to the fact that after field measuring, some of the original bid glass sizes were smaller than what was anticipated.

Feel free to call if you have any questions or concerns.

Sincerely,  
**Woodford Builders, Inc.**

  
Casi Mendenhall, Controller



# FACPAC Contract Change Order Supplemental Information Form (Ref# 51550)

Form Status: Saved

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Project: District Wide Security Improvements

BG Number: 18-330

District: Woodford County (601)

Status: Active

Phase: Site Acquisition (View Checklist)

Contract: Woodford Builders, Inc., 0001, general construction

Type: General Contractor

Proposed

Change Order Number	1
Time Extension Required	No
Date Of Change Order	6/21/2019
Change Order Amount To Date	Increase

## Construction Contingency

Calculations below are project wide. Remaining negative Construction Contingency may require the submission of a revised BG1.

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Current Approved Amount	\$6,655.00
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Net Approved COs	\$0.00
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Remaining After Approved COs	\$6,655.00
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Net All COs	\$-3,919.72
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Remaining After All COs	\$10,574.72
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This Requested Change Order Amount +/-	(\$4,000.00)
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Change In A/E Fee This Change Order +/-	
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Change In CM Fee This Change Order +/-	
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Remaining Construction Contingency Balance	\$10,574.72
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Contract Change Requested By	Local Board of Education
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Contract Change Reason Code	Reduction of Scope
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Change Order Description And Justification

Barriers at Southside ES and Safe Harbor have already been installed and are no longer required

Cost Benefit To Owner  
cost savings

Contract unit prices have been utilized to support No  
the cost associated with this change order.

## Detailed Cost Breakdown

Contract unit prices have not been utilized, provide a detailed cost breakdown which separates labor, material, profit and overhead.

Detail Item	Amount	Percent of Total
Labor	\$2,000.00	50.00 %
Materials	\$1,500.00	37.50 %
Profit and Overhead	\$500.00	12.50 %
Bond Insurance		0.00 %

**Cost Breakdown Total:** \$4,000.00

Cost for this Change Order supported by an alternate bid or competitive price quote      No  
Explain Why

**Change Order Supplemental Information Form Signature  
Page (Online Form Ref# 51550)**

Architect

Date

Construction Manager

Date

  
Finance Officer

7-8-19  
Date

Local Board of Education Designee

Date

# **AIA® Document G701™ – 2017**

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> District Wide Security Improvements	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: June 03, 2019	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 001-School Guard Glass Date: June 21, 2019
<b>OWNER:</b> <i>(Name and address)</i> WOODFORD COUNTY BOARD OF EDUCATION 330 PISGAH PIKE VERSAILLES KENTUCKY 40383	<b>ARCHITECT:</b> <i>(Name and address)</i> TATE HILL JACOBS ARCHITECTS  346 EAST MAIN STREET LEXINGTON, KENTUCKY 40507	<b>CONTRACTOR:</b> <i>(Name and address)</i> SCHOOL GUARD GLASS  14 FEDERICO DRIVE PITTSFIELD, MA 01201

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Variation between actual field conditions and bid documents

The original Contract Sum was	\$ 19,463.24
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 19,463.24
The Contract Sum will be increased by this Change Order in the amount of	\$ 80.28
The new Contract Sum including this Change Order will be	\$ 19,543.52

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be August 5, 2019

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

TATE HILL JACOBS ARCHITECTS

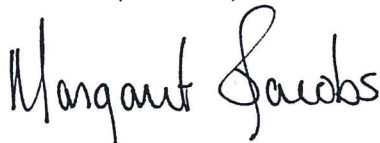
SCHOOL GUARD GLASS

WOODFORD COUNTY BOARD OF  
EDUCATION

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*



SIGNATURE

SIGNATURE

SIGNATURE

MARGARET JACOBS, PRINCIPAL

SCOTT HAWKINS,  
SUPERINTENDENT

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

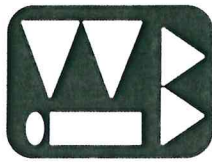
June 21, 2019

DATE

DATE

DATE





# Woodford Builders

440 Fairman Rd · Lexington, KY 40511 · (859) 252-0815 · (859) 231-9798 (F)



June 20, 2019

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Dear Margie:

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Add for Insulated Glass \$ 80.28

Please issue a change order increasing the DPO to School Guard Glass in the amount of:  
**Eighty Dollars and Twenty Eight Cents.....(\$ 80.28).**

**Note:** This is small add due to the fact that after field measuring, some of the original bid glass sizes were smaller than what was anticipated.

Feel free to call if you have any questions or concerns.

Sincerely,  
**Woodford Builders, Inc.**

Casi Mendenhall, Controller



# FACPAC PO Change Order

## Supplemental Information Form (Ref# 51551)

Form Status: Saved

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Project: District Wide Security Improvements

BG Number: 18-330

District: Woodford County (601)

Status: Active

Phase: Site Acquisition (View Checklist)

Contract: Woodford Builders, Inc., 0001, general construction

Type: General Contractor

Proposed

Purchase Order Number: 1

Vendor Name: School Guard Glass

Change Order Number	1
Time Extension Required	No
Date Of Change Order	6/21/2019
Change Order Amount To Date	Decrease

### Construction Contingency

Calculations below are project wide. Remaining negative Construction Contingency may require the submission of a revised BG1.

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Current Approved Amount	\$6,655.00
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Net Approved COs	\$0.00
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Remaining After Approved COs	\$6,655.00
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Net All COs	\$-3,919.72
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Remaining After All COs	\$10,574.72
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This Requested Change Order Amount +/-	\$80.28
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Change In A/E Fee This Change Order +/-	
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Change In CM Fee This Change Order +/-	
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Remaining Construction Contingency Balance	\$10,574.72
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Contract Change Requested By	General Contractor
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Contract Change Reason Code	Improved Plans/Specs
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Change Order Description And Justification

Reconciliation with actual field conditions with bid documents.

Cost Benefit To Owner

unknown

Contract unit prices have been utilized to support No  
the cost associated with this change order.

## Detailed Cost Breakdown

Contract unit prices have not been utilized, provide a detailed cost breakdown which  
separates labor, material, profit and overhead.

Detail Item	Amount	Percent of Total
Labor		0.00 %
Materials	\$80.28	100.00 %
Profit and Overhead		0.00 %
Bond Insurance		0.00 %
<b>Cost Breakdown Total:</b>	<b>\$80.28</b>	
Cost for this Change Order supported by an alternate bid or competitive price quote	No	
Explain Why		

**Change Order Supplemental Information Form Signature  
Page (Online Form Ref# 51551)**

Architect

Date

Construction Manager

Date

  
Finance Officer

7/8/19  
Date

Local Board of Education Designee

Date