

Item # 8-4E

**City of Carson City
Agenda Report**

Date Submitted: October 27, 2009

Agenda Date Requested: November 5, 2009

Time Requested: Consent

Labor Commissioner PWP # CC-2009-249

To: Mayor and Supervisors

From: Purchasing and Contracts

Subject Title: Action to accept the Work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$19,006.28 for Contract No. 0809-224 titled City Hall Roof Replacement to D & D Roofing and Sheet Metal.
(Sandy Scott)

Staff Summary: Carson City received sealed bids for all labor, materials, tools, and equipment necessary for the City Hall Roof Replacement Project. Project consisted of removal and disposal of existing roofing and installation of new roofing.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

Recommended Board Action: I move to accept the Work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$19,006.28 for Contract No. 0809-224 titled City Hall Roof Replacement to D & D Roofing and Sheet Metal.
(Sandy Scott)

Explanation for Recommended Board Action: This project is complete and the contractor is entitled to final payment.

Applicable Statute, Code, Policy, Rule or Policy: Final payment approval by the Carson City Board of Supervisors is an internal requirement. NRS does not require Board of Supervisor approval, the only final payment requirement in NRS 338 requires that payment be made within 30 days from the completion of work or interest must be paid to the contractor.

Fiscal Impact: No additional impact.

Explanation of Impact: Funding was approved in a prior Board Action.

Engineers Estimate: \$200,000.00

Project Cost:

Bid Award	\$149,800.00
Change Orders	\$ 10,260.00
Total Project Cost	\$160,260.00

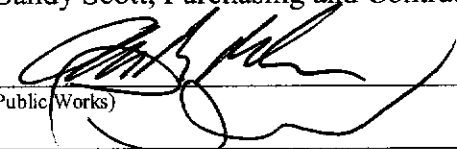

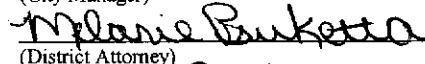
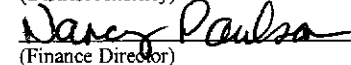
Funding Source: Funding was approved in a prior Commission Action.

Prior Board Funding: Bid was awarded on June 4, 2009 in the amount of \$149,800.00 with a contingency amount of \$15,000.00.

Alternatives: Provide other direction pursuant to Board Action

Supporting Material: Notice of Completion for the Clerk-Recorder, Contract Summary Memo from Project Manager, and Approved Change Orders

Prepared By: Sandy Scott, Purchasing and Contracts Coordinator

Reviewed By: 	Date: <u>10-27-09</u>
(Public Works)	
	Date: <u>10-27-09</u>
(City Manager)	
	Date: <u>10-27-09</u>
(District Attorney)	
	Date: <u>10/27/09</u>
(Finance Director)	

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

NOTICE OF COMPLETION

October 23, 2009

Carson City Clerk Recorder
Alan Glover
855 E Musser Street
Carson City, NV 89701

APN #s 004-201-04
Labor Commissioner PWP# CC-2009-249

NOTICE IS HEREBY GIVEN FOR CONTRACT # 0809-224 FOR CITY HALL ROOF REPLACEMENT PROJECT

1. That Carson City, whose executive offices are located at 201 N. Carson St., Carson City, Nevada 89701, is a municipal government and the owner of the real property for which the work was performed.
2. That the location of said property is at 201 N. Carson St., Carson City, Nevada 89701.
3. That said project commenced on or about June 18, 2009, and that the Board of Supervisors accepted the project as 100% complete on November 4, 2009.
4. That the Contractor performing and completing said project was D & D Roofing and Sheet Metal, Inc.
5. The said property is owned in fee simple title, and that no other person or persons whomsoever is the owner of, or interested therein.

This **NOTICE OF COMPLETION** is given in compliance with the provisions of NRS 108.225 and the above facts are true and correct to the best of my knowledge.

Sandy Scott, Purchasing and Contracts Coordinator
Carson City Purchasing and Contracts
201 North Carson Street Suite 3
Carson City, NV 89701
775-887-2133 extension 30137
FAX 775-887-2107
SScott@ci.carson-city.nv.us

MEMORANDUM

Date: October 9, 2009
To: Sandy Scott, Contract Coordinator
From: Tom Grundy, Engineer *TG*
Subject: City Hall Roof Replacement
Contract No. 0809-224 Project No. 2.0815
Completion of Contract Work

This is to advise you that all work required for the subject contract has been satisfactorily completed. Please prepare the necessary actions to release the final payment for this contract. There was one (1) Change Order on this project as summarized below:

C.O. #1 This Change Order covers modifications made to change gauge for Skirt Flashing and clean and seal cracks on Concrete columns.

Cost to the City = \$10,260.00

The net effect of the above Change Order was an increase in the total contract amount of \$10,260.00.

**CARSON CITY CONTRACTS
CHANGE ORDER No. 1**

Contract No. 0809-224
Project Title: City Hall Roof Replacement Project File No. 2.08.15

The Contractor is hereby authorized to make the following changes to the Scope of Work for the referenced contract, subject to the provisions of the contract documents:

Item # 1: This Change Order is initiated by the City to provide for modifications made to change gauge for Skirt Flashing and clean and seal cracks on Concrete columns all as described in Attachment No. 1.

Justification: Contract documents allow the City to make adjustments to the contract.

Requested By: City

Item # 1: Increases / Decreases / Does not change the Contract Sum by: \$10,260.00

Item # 1: Increases / Decreases / Does not change the Contract Term by: 14 Calendar days

SUMMARY

1	Original Contract Sum	\$	149,800.00
2	Net change by previously approved Change Orders	\$	-0-
3	Contract Sum prior to this Change Order	\$	149,800.00
4	Contract Sum will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$	10,260.00
5	Revised Contract Sum including this Change Order	\$	160,060.00
6	Original number of calendar days to complete the contract		80 Calendar days
7	Contract Term will be (increased) (decreased) (unchanged) by:		14 Calendar days
8	Revised number of days to complete the contract		94 Calendar days
9	Revised date of Completion by this Change Order		September 22, 2009

Not valid until signed by Contractor, Contractor, and Project Manager.

This change authorization constitutes full and complete compensation for all labor, equipment, materials, overhead, profit, any and all indirect costs, and time adjustment to perform the above described change. All other costs are non-compensable.

CONTRACTS
City of Carson City

By: Karen Alwhite
Printed Name: Karen L White
Title: Management Asst IV
Date: 9-17-09

CONTRACTOR

By: Sam M. York
Printed Name: Sam M. York
Title: PROJECT MANAGER
Date: 9/11/09

PROJECT MANAGER

By: Kim Bell
Printed Name: Kim Bell
Title: Capital Program Manager
Date: 9/11/09

hw

**ATTACHMENT NO. 1 TO CHANGE ORDER NO. 1
CITY HALL ROOF REPLACEMENT
CONTRACT NO. 0809-224 PROJECT NO. 2.0815**

This Change Order is initiated by the City to cover modifications made to the plans to adjust for existing conditions that were identified during construction as described below:

Item No. 1

Modification due to change in gauge for Skirt Flashing. Cost for the Skirt Flashing modification is -\$1,140.00.

Allowable cost adjustment is -\$ 1,140.00

Item No. 2

Clean and seal cracks for concrete columns (additional days added for completion of item No. 2 - 14 calendar days). Costs for modifications are \$11,400.00.

Allowable cost adjustment is \$11,400.00

Total allowable cost adjustment for Change Order No. 1 = \$10,260.00

Attachment: Contractor's Request for Change Order dated 8-21-09 and 8-24-09



D & D Roofing and Sheet Metal, Inc.

1000 Glendale Avenue, Sparks, NV
P. O. Box 7290, Reno, NV 89510
(775)885-5555 Fax(775)695-5566

CHANGE ORDER WORKSHEET

C.O.Number: _____ Date: 08/21/2009

Requested By SAM YORK

Check Approval Status Below:

Yes Customer PO#: _____

No

Pending

Job Number: 3664

Job Name: CARSON CITY HALL REROOF

To: _____
CARSON CITY, CITY HALL REROOF

Attn: TOM GRUNDY

Change Order Request to be submitted:

DESCRIPTION:

PROPERLY SEAL FIFTEEN (15) CONCRETE COLUMNS.

CLEAN AND PROPERLY SEAL CRACKS WITH SEALANTS.

APPLY PARAPRO TO CONCRETE COLUMNS PER MANUFACTURER'S SPECIFICATIONS

SEALANT ON COLUMNS WILL BE COVERED UNDER SIPLAST FIFTEEN (15) YEAR NDL
MANUFACTURER'S WARRANTY

COMPLETE PRICE \$ 760.00 EACH COLUMN 15 X \$760.00 = \$11,400.00

Total Material:	_____
Total Labor:	_____
Overhead %: 10%	<u>\$0.00</u>
Profit %: 5%	<u>\$0.00</u>
Total Change:	<u>\$0.00</u>

Total Budget: \$11,400.00

FOR ACCOUNTING ONLY:

Posted By: _____

Date Posted: _____



D & D Roofing and Sheet Metal, Inc.

1800 Glendale Avenue, Sparks, NV
P. O. Box 7270, Reno, NV 89510
(775)685-5555 Fax (775)685-5566

CHANGE ORDER WORKSHEET

C.O. Number: _____ Date: 08/24/2009

Requested By SAM YORK

To: _____
CARSON CITY, CITY HALL REROOF

Check Approval Status Below:

Yes Customer PO#: _____

No

Pending

Job Number: 3664

Attn: TOM GRUNDY

Job Name: CARSON CITY HALL REROOF

Change Order Request to be submitted:

DESCRIPTION:

FABRICATE AND INSTALLING 24 GAUGE GALVANIZED SKIRT FLASHING AT COPING CAP.
SKIRT FLASHING WAS TO BE MADE WITH 24 GAUGE KYNAR FINISHING.

COMPLETE PRICE \$1,140.00 DEDUCTIBLE

Total Material:	_____
Total Labor:	_____
Overhead %: 10%	\$0.00
Profit %: 5%	\$0.00
Total Change:	\$0.00

DEDUCTIBLE
Total Budget: \$1,140.00

FOR ACCOUNTING ONLY:

Posted By: _____

Date Posted: _____