



“OUR CHILDREN – OUR FUTURE”

## ***Ravenswood City School District***

### **ADMINISTRATIVE OFFICE**

2120 Euclid Avenue, East Palo Alto, California 94303  
(650) 329-2800 Fax (650) 325-3015

#### *Board Members:*

Tamara Sobomehin, President  
Stephanie Fitch, Vice President  
Marielena Gaona- Mendoza, Clerk  
Ana Maria Pulido, Member  
Sharifa Wilson, Member

Ms. Gina Sudaria

*Interim Superintendent*

**Date:** November 14, 2019

**To:** Honorable Board of Trustees

**From:** Ms. Gina Sudaria, Interim Superintendent

**Re:** Consideration to Approve Change Order #2 to the Contract with Lewis & Tibbitts, Inc. for the Belle Haven Kindergarten Playground Equipment and Site Work

#### **QUICK SUMMARY/ABSTRACT:**

RCS D Administration in conjunction with SVA Architects requested a design change relating to landscaping and irrigation on the northern section of the playground

Lewis & Tibbitts began construction in June of 2019. There were necessary design changes required during construction to remove and replace the existing drinking fountain. Based on the review and discussions of the proposal received (PCO #3), the recommendation is to award Change Order #2 to the contract with Lewis & Tibbitts, Inc. in the amount of \$14,009.35.

#### **RATIONALE:**

This is the next part of the continuing improvements to the Belle Haven Elementary School campus, which one of the goals is ensuring that our students have a safe environment. The following is a brief description of the work that will be done for the campus site:

- Remove existing drinking fountain and replace with wall mounted ADA compliant fountain with handrail
- Reconfiguration of water line and drain piping

#### **FINANCIAL IMPACT:**

The total cost of this Change Order #2 is not to exceed \$ 14,009.35, which will be funded through Measure H & S bond funds.

#### **RECOMMENDATION:**

It is recommended that the Board of Trustees approved the Change Order #2 to the contract with Lewis & Tibbitt, Inc.



RAVENSWOOD CITY SCHOOL DISTRICT



**BelleHaven Elementary School**  
**Bid# 2018-10-PTN#40**  
**PROPOSED CHANGE ORDER – PCO # 03**

TO: Norine Bruno DATE ISSUED: 10/16/19

FROM: Nick Benigno PRICING DUE BY: \_\_\_\_\_

*REFERENCE RFI* #11

*REFERENCE RFQ* # \_\_\_\_\_

*CONSTRUCTION CHANGE DIRECTIVE* # \_\_\_\_\_

AMOUNT \$ 14,009.35

DESCRIPTION: Remove and replace existing drinking fountain - T&M

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**Please submit an itemized quotation for change in the contract sum and time incidental to the proposed modifications to the Contract Documents as described herein. Cost breakdown format shall be as specified including all back up documentation.**

Demo and remove existing non-ADA compliant drinking fountain, provide and install new wall-mounted

dual drinking fountain with handrails, adjust drain and water piping, and patch back existing wall.

RAVENSWOOD CITY SCHOOL DISTRICT

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**THIS IS NOT A CHANGE ORDER. THIS IS A DIRECTIVE TO PROCEED WITH THE WORK HEREIN DESCRIBED WHEN SIGNED BELOW.**

REQUESTED BY:

A.  Architect

B.  DSA Inspector

C.  Contractor

D.  Owner

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COST IMPACT:

A.  NONE

B.  DEDUCT: \$ \_\_\_\_\_

C.  ADD: \$14,009.35

TIME IMPACT:

A.  NONE

B.  DEDUCT \_\_\_\_\_ DAYS

C.  ADD: \_\_\_\_\_ DAYS

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**APPROVAL OF THE PCO BY ALL PARTIES LISTED BELOW SERVES, AS A NOTICE TO PROCEED AND PCO WILL BE FOLLOWED BY A FORMAL CHANGE ORDER.**

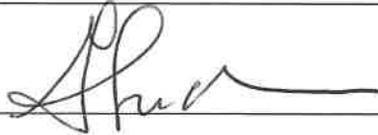
Contractor:

BY: 

Architect:

BY: \_\_\_\_\_

District:

BY: 

Construction Manager:

BY: 

INSPECTION REQUEST#: \_\_\_\_\_



1470 INDUSTRIAL AVENUE SAN JOSE, CALIFORNIA 95112

main: (408) 925-0220 www.digLT.com fax: (408) 925-0240

October 14, 2019

Project: Belle Haven Elementary School Kindergarten Play Area Renovation

**Ravenswood City School District**  
2120 Euclid Avenue,  
E. Palo Alto, CA 94303

**Attn: Ms. Norine Bruno**  
**Telacu Construction Management**

**Scope of work: Remove and Replace Existing Drinking Fountain (RFI#11)**

- Remove existing drinking fountain and replace with wall mounted ADA compliant fountain with handrail.
- Costs associated with removal of fountain, water line and drain piping reconfiguration and adjustments, installation and repair/patching wall, and handrail installation.

**Total Price \$14,009.35**

Thanks,

**Nick Benigno**  
**Lewis & Tibbitts Inc.**

**DAILY FORCE ACCOUNT WORK REPORT**

PROJECT Belle Haven ES Playground

DATE PERFORMED 9/28, 10/5, 10/12

DATE OF REPORT 10/16/2019

WORK PERFORMED BY LEWIS & TIBBITTS INC., 1470 INDUSTRIAL AVE., SAN JOSE, CA 95112

REPORT # \_\_\_\_\_  
CONTRACTOR JOB # 19151H

DESCRIPTION OF WORK Remove existing drinking fountain and install new ADA compliant wall mounted drinking fountain with handrail, per RFI#11

EQUIP. NO.	EQUIPMENT	HOURS	HOURLY RATE	EXTENDED AMOUNTS	P.R. NO.	LABOR	HOURS	HOURLY RATE	EXTENDED AMOUNTS
PU101	Foreman Pick Up	4.00	\$29.65	\$118.60		Pete Coelho	21	\$102.69	\$2,156.49
FB63	Crew Truck	4.00	\$36.40	\$145.60					
						Armando Lopez	21	\$69.64	\$1,462.44
						Hector Banuelos	21	\$63.64	\$1,336.44
				SUB-TOTAL					\$264.20
MATERIAL AND SUB CONTRACTOR									
DESCRIPTION	NO.	UNIT	UNIT COST						
Drinking Fountain	1.00		\$1,890.56	\$1,890.56					
Golden Bay Fence (Handrail)	1.00		\$4,315.00	\$4,315.00					
				SUB-TOTAL					\$6,205.56
								SUB-TOTAL O/T	\$4,955.37
								SUB-TOTAL REG	
RENTED EQUIPMENT				Added Percentage O/T - (Insurance & Taxes)				12%	\$594.64
DESCRIPTION	NO.	UNIT	UNIT COST	Added Percentage Regular - (Insurance & Taxes)				12%	
				Subsistence NO. _____ @ _____					
				Travel Expense NO. _____ @ _____					
				Other _____					
				SUB-TOTAL					
								Total Cost of Labor	(A) \$5,550.01
								Total Cost of Contractor Owned Equip, Material and Subs	(B) \$6,469.76
								Total Cost of Rented Equipment	(C) _____
								15% On Labor	(A) \$832.50
								15% On Contractor Owned Equip, Material and Subs	(B) \$970.46
								15% On Rented Equipment	(C) _____
								Subtotal	\$13,822.74
								1.35% Bond Fee	\$186.61
								<b>TOTAL THIS REPORT</b>	\$14,009.35

CONTRACTOR'S REPRESENTATIVE \_\_\_\_\_

OWNER REPRESENTATIVE \_\_\_\_\_



# Cash/CC Sales Receipt

909 Asbury Drive  
Buffalo Grove IL 60089  
www.zoro.com  
Tax ID # 27-3596010

**For Questions Please Contact**

[http://www.zoro.com/pages/zoro\\_info/contactus/](http://www.zoro.com/pages/zoro_info/contactus/)  
(855) 289-9676

Date 9/18/2019  
Sales Receipt # 7938751  
Customer # CUST9683408  
SO # Sales Order #SO14189265  
Purchase Order # 19145H  
Shipping Method Standard Ground  
Tracking # 1Z30A61X0356196380  
Payment Method VISA  
Credit Card # \*\*\*\*\*4536

**Bill To**

Derrick Rinauro  
Lewis and Tibbitts  
1470 Industrial Avenue  
510-377-0087  
San Jose CA 95112  
United States

**Ship To**

Derrick Rinauro  
Lewis and Tibbitts  
1470 Industrial Avenue  
510-377-0087  
San Jose CA 95112  
United States

Z Number	Item	Quantity	Units	Rate	Amount
G8363789	Bi-Level Soft Sides Stainless Steel Drinking Fountain	1	EA	1,730.49	1,730.49

<b>Subtotal</b>	1,730.49
<b>Shipping Cost (Standard Ground)</b>	0.00
<b>Total Tax</b>	160.07
<b>Total Paid</b>	\$1,890.56

# Golden Bay Fence plus Iron Works, Inc.

4104 B Street Stockton CA 95207

Phone:(209)944-9754

FAX: (209)944-5812

Contractor License #: CA 664905, NV 0083465, WA GOLDEFP830QP  
 Certified: Disadvantage Business Enterprise, Small Business Enterprise and Minority Business Enterprise

**Proposal**

**Attention:** Billy Mullins Customer Fax #:

**Company:** LEWIS AND TIBBITTS Total # Pages: 1

**ROJECT:** Belle Haven ES City: Menlo Park

**From:** Miko Loo Date: 8/22/19

If this facsimile transmission is incomplete please call the originator at the above Phone or FAX #.

Bid Item	Section #	Description	Quantity	Unit Price	Total
		Furnsih and install stainless steel hand rail	2		\$4,315.00
		Hilti Kwik Bolts 1/4"			
		1-1/2" OD x .120 stainless steel, 304 SS			
		180gt circumferential			
		Brushed sanitary finish			
				<b>*Total:</b>	<b>\$4,315.00</b>

**\*Total:** Includes Labor, Materials, & Applicable Sales Taxes.

**QUALIFY:** The following qualifications apply to our bid.

Price quoted is for new chain link fencing professionally erected in place. Terms of payment: NET CASH DUE ON COMPLETION. 2% per month finance charge shall be charged if not paid when due. All property lines and gradestakes shall be established by purchaser and shall be the sole responsibility of purchaser. Purchaser shall provide any necessary building permits and is responsible for conforming the fence to all local building code requirements. Fence is to follow existing ground line unless otherwise provided in this contract. Obstructions of every nature which in any manner interfere with the erection of the fence shall be removed by purchaser prior to commencing of fence installation. Purchaser assumes responsibility for damage to any underground water, electrical, telephone, television, gas, sewer or other utility lines. In the event legal action is necessary to enforce any provisions of this contract the prevailing party shall be entitled to reimbursement for reasonable attorney's fees and costs.

**NOTICE OF CANCELLATION**

You may cancel this transaction, without any penalty or obligation, within three business days from the above date.  
 I hereby cancel this transaction ( Purchaser's Signature ): \_\_\_\_\_ Date: \_\_\_\_\_

**Golden Bay Fence plus Iron Works, Inc. - By:**

**Accepted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

( Please Print Name, then Sign and Date) Signature constitutes binding contract

**NOTE: PRICE VALID FOR 30 DAYS OR THE TIME STATED IN THE REQUEST FOR QUOTATION WHICHEVER IS GREATER.**

**Certified: DBE, Cal Trans Certification #ct-009140. SBE # 0019415, & MBE -BART Certification #4065**  
**Union: Laborers Local 304**

Daily Report

Diary: Date - 09/28/2019 (Saturday) Foreman - 20284

Cool - (45 - 60);  
 Mild - (60 - 75)

HD

Work on installing two drinking fountains.  
 Cut into existing wall to relocate drain line and water line.  
 Pick up pipe and materials for job site.  
 Installed new 1.5" drain line for two drinking fountains.

\*\*\*Note Index Notes\*\*\*  
 [HD] - Home Depot - #10

Time Card: Date - 09/28/2019 (Saturday) Foreman - 20284 Revision - 2 Shift - 1

Cost Codes		500289-10.05.01			
Description		RFC 1			
Prod. Qty.		0.1 LS			
Code	Name	Class			Totals
20284	Peter Coelho	FOREMAN NOO	0/9		0/9
PU101	Pickup Truck		9		9
10130	Armando Lopez	LABORER 5	0/9		0/9
FB63	Flatbed Truck		9		9
10867	Hector Banuelos	LABORER 2	0/9		0/9

Totals for Labor Hours: 27 Broken Out: (0/27/0)  
 Totals for Equipment Hours: 18 Broken Out: (18/0/0)

Time Card Notes: Date - 09/28/2019 (Saturday) Foreman - 20284

Meter										Per		
Code	Name	Begin	End	Start	Break (1)	Lunch	Break (2)	Meal (2)	End	Diem	Subsistence	Notes
20284	Peter Coelho			07:00	Yes	12:00-12:30	Yes		16:30			
10130	Armando Lopez			07:00	Yes	12:00-12:30	Yes		16:30			
10867	Hector Banuelos			07:00	Yes	12:00-12:30	Yes		16:30			

x \_\_\_\_\_ Date: \_\_\_\_\_

'c' - indicates a completed item.  
 '(R)' - indicates a rework quantity.

Lewis & Tibbitts, Inc.  
 Job Name: Belle Haven ES RCSD

Job Code 19145H

### Daily Report

Diary: Date - 10/05/2019 (Saturday) Foreman - 20284

Warm - (75 - 90)

HD

Finished installing two drinking fountains.  
 installed two drain lines from existing 1 1/2" stub .  
 Installed two 1/4" water services from existing 1/2" service sub.  
 Installed stainless steel panel with two drinking fountains mounted panel and drinking fountains to existing wall .  
 Patched around existing drain use 1/2" plywood ,black paper wire and stuccoed and painted wall.

\*\*\*Note Index Notes\*\*\*  
 [HD] ~Home Depot- #2,#3.

Time Card: Date - 10/05/2019 (Saturday) Foreman - 20284 Revision - 2 Shift - 1

Cost Codes		999999-10.05.01			
Description	Prod. Qty.	RFC 1			
Code	Name	Class	0.1 LS		
					Totals
20284	Peter Coelho	FOREMAN NOO	/8	0/8	
PU101	Pickup Truck		8	8	
10130	Armando Lopez	LABORER 5	/8	0/8	
10867	Hector Banuelos	LABORER 2	/8	0/8	
FB63	Flatbed Truck		8	8	

Totals for Labor Hours: 24 Broken Out: (0/24/0)  
 Totals for Equipment Hours: 16 Broken Out: (16/0/0)

Time Card Notes: Date - 10/05/2019 (Saturday) Foreman - 20284

Meter										Per		
Code	Name	Begin	End	Start	Break (1)	Lunch	Break (2)	Meal (2)	End	Diem	Subsistence	Notes
20284	Peter Coelho			07:00	Yes	12:00-12:30	Yes		15:30			
10130	Armando Lopez			07:00	Yes	12:00-12:30	Yes		15:30			

x \_\_\_\_\_ Date: \_\_\_\_\_

'c' - indicates a completed item.  
 '(R)' - indicates a rework quantity.

Lewis & Tibbitts, Inc.  
Job Name: Belle Haven ES RCSD

Job Code 19145H

### Daily Report

Time Card Notes: Date - 10/05/2019 (Saturday) Foreman - 20284

Code	Name	Meter		Start	Break (1)	Lunch	Break (2)	Meal (2)	End	Per Diem	Subsistence	Notes
		Begin	End									
10867	Hector Banuelos			07:00	Yes	12:00-12:30	Yes		15:30			

x \_\_\_\_\_ Date: \_\_\_\_\_

'c' - indicates a completed item.  
'(R)' - indicates a rework quantity.

### Daily Report

**Diary: Date - 10/12/2019 (Saturday)** Foreman - 20284  
 Mild - (60 - 75);  
 Warm - (75 - 90)

Per ADA requirements had to raise sinks 6 inches. Remove panel and sinks  
 raise drain lines and water lines replace panel and sinks

**Time Card: Date - 10/12/2019 (Saturday)** Foreman - 20284 Revision - 1 Shift - 1

Cost Codes				000000-10.05.01
Description			RFC 1	
Prod. Qty.			0.1 LS	
Code	Name	Class		Totals
20284	Peter Coelho	FOREMAN NOO	/4	0/4
PU101	Pickup Truck		4	4
10130	Armando Lopez	LABORER 5	/4	0/4
10867	Hector Banuelos	LABORER 2	/4	0/4
FB63	Flatbed Truck		4	4

**Totals for Labor**      **Hours: 12**      **Broken Out: (0/12/0)**  
**Totals for Equipment**      **Hours: 8**      **Broken Out: (8/0/0)**

**Time Card Notes: Date - 10/12/2019 (Saturday)** Foreman - 20284

Code	Name	Meter		Start	Break (1)	Lunch	Break (2)	Meal (2)	End	Per	Subsistence	Notes
		Begin	End									
20284	Peter Coelho			07:00	Yes	12:00-12:30	Yes		15:30			
10130	Armando Lopez			07:00	Yes	12:00-12:30	Yes		15:30			
10867	Hector Banuelos			07:00	Yes	12:00-12:30	Yes		15:30			

x \_\_\_\_\_ Date: \_\_\_\_\_

'C' - indicates a completed item.  
 '(R)' - indicates a rework quantity.