



130506  
To Mayor  
11/4/13

10/22/13 14:52:31  
COJ - Procurement Division

October 11, 2013

**MEMORANDUM**

**TO:** James R. McCain, Jr.  
Corporation Secretary/Assistant General Counsel

**THROUGH:** C. Ronald Belton, Assistant to the Mayor/Chief Financial Officer

**FROM:** Thomas G. McKnight *TG McKnight*  
Capital Improvement Construction Manager

**SUBJECT:** Basement Water Intrusion Partial Repairs at St. James Building  
Contractor: Halbert Contracting Company, Inc.  
Contract No: ~~9435-03~~ 9558-03

1900.13-1  
CF-0050-13

Forwarded herewith for execution is Change Order No. 1 for subject project.

Original Contract Amount.....	\$42,000.00
Previous Change Order No. 0.....	\$0.00
Change Order No. 1.....	\$18,810.00
Total Revised Contract Amount .....	\$60,810.00 ✓
Account Number .....	See attached

This office recommends the Change Order be approved by your office, the Office of General Counsel, and Mayor Brown, in accordance with Executive Order No. 13-05.

- Attachments: 1. Change Order  
2. Back-up Information  
3. Legal Request Memorandum

TGM:lw

2013 OCT 15 PM 4:25

CHANGE ORDER TRACKING SHEET

Description of Project	Basement Wk Intrusion Rpts St James	
Change Order Number	1	PLEASE KEEP THIS FORM WITH THE ATTACHED CHANGE ORDER
Contract Number	9435-03	

	Action	Date Received	Date Signed	Date Forwarded	Signature	Days
1	Date Initiated	9/13 N/A	N/A	9/26		
1A						
2	Contractor Execution		9/27			
3	Construction Management	9/30				
4	Using Agency		10/7			
5	JEA (if applicable)	10/8				
6	City Engineer		10/8/13			
7	Director of Public Works	10/8	10/8	10/15		
8	Admin/Finance Clerk		10/18	10/18		
9	Buyer					
10	Chief of Procurement					
11	Director Finance					
12	Asst. General Counsel					
13	CAO/Mayor					
14	Asst. General Counsel					
	Total Processing Days:					

Attention Change Order reviewers and signatories:

Please assist in expediting this change order by reviewing, signing, and forwarding immediately to the next step. Thank you in advance for your efforts to reduce contract change order processing times.

James M. Robinson, P.E.  
Director of Public Works

CITY OF JACKSONVILLE  
 DEPARTMENT OF PUBLIC WORKS  
 ENGINEERING DIVISION  
 CONSTRUCTION CHANGE ORDER

Change Order No. One (1) Date September 13, 2013

Description of Project Basement Water Intrusion Partial Repairs at St. James Building

Name of Contractor Halbert Contracting Company, Inc.

Contractor's Address 524 Herman Street, Jacksonville, FL 32254

Contract No. ~~9435-03~~ 9558-03

Account No. See attached. Original Contract \$42,000.00

+ Previous Change Orders 0 \$0.00 + Change Order No. 1 \$18,810.00

\*See attached appendix for additional listings.

	TOTAL REVISED CONTRACT	<u>\$60,810.00</u>
Bid Number <u>CF-0050-13</u>	Construction Completion Date	<u>September 11, 2013</u>
	Revised Construction Completion Date	<u>October 11, 2013</u>
	Contract Expiration Date	<u>January 9, 2014</u>
	Revised Contract Expiration Date	<u>February 8, 2014</u>

In compliance with General Conditions of above-referenced contract, CONTRACTOR and OWNER do both hereby agree that the CONTRACTOR shall make the following changes, additions or deletions to the Work specified in the plans and specifications: See attached. Add 30 non-compensable calendar days to construction completion and contract expiration dates.

Justification: See attached.

By execution of this document, the Contractor acknowledges that all issues related to Contract Time and Compensation are resolved.

The Issuing Authority has looked over cost and pricing data for this change order and has determined that this change order is necessary and all costs are reasonable.

Accepted for Contractor Halbert Contracting Company, Inc.

Signed [Signature] Attest Anna A Halbert  
 Title President Title Acct.  
 Date 9/27/13 Date 9/27/13

Signed [Signature] By [Signature] 10-1-13  
 Issuing Authority Thomas G. McKnight  
 Capital Improvement Construction Manager Date

Signed [Signature] By [Signature] 10/7/13  
 Public Buildings Using Division Div/Department Head Date  
 Chief, Engineering & Construction Management Div Date 10-31-13  
 Assistant Counsel Date

[Signature] 10/8/13  
 Director of Public Works Date Mayor Karen Bowling 11/5/13

[Signature] 10/29/13  
 Chief of Procurement Date Corporation Secretary James R. McCarty 11-12-13

[Signature] 10/30/13  
 Director of Finance Date

Karen Bowling  
 Chief Administrative Officer  
 For: Mayor Alvin Brown  
 Under Authority of  
 Executive Order No. 2013-04



**ADMINISTRATIVE AWARD**  
**BID No.: JCF-0090-12**

**DESCRIPTION OF GOODS/SERVICES:** Recommend approval of change order # 1 to Halbert Contracting Co., Inc., for the Basement Water Intrusion repairs at the St. James Building (City Hall) in the amount of \$18,810.00. The maximum indebtedness to the City will be \$60,810.00.

FUNDING SOURCE IS: PWCP341PB519-06505-PW0677-01 - \$7,286.48 ✓  
PWCP31WPB519-06505-PW0677-01 \$11,523.52 ✓

**FOR AGENCY/DEPARTMENT:**  
Public Works

**REQUISITION NUMBERS:** n/a

**NUMBER FIRMS SOLICITED:** 10      **NUMBER FIRMS BIDDING:** 4

**REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION:**  
n/a

**RECOMMEND AWARD TO:** Halbert Contracting Co., Inc.

**CONCURRENCE BY:** William J. Joyce, P.E. Chief, Engineering and Construction Management Division

**PRICE:** \$60,810.00

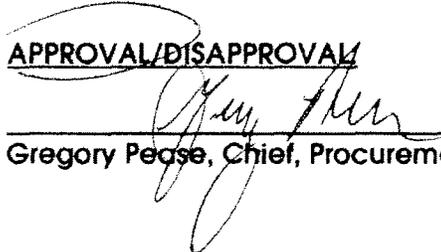
**TERMS:** Net 30

**REASON FOR NOT ACCEPTING LOW BID:** n/a

  
Buyer/Analyst  
10/4/2013  
Date

  
Manager of Purchasing Services  
10/4/2013  
Date

**APPROVAL/DISAPPROVAL**

  
Gregory Pease, Chief, Procurement Division

10/8/13  
Date

ATTACHMENT "A"  
ACCOUNT NUMBERS  
CITY HALL BASEMENT WATER INTRUSION PARTIAL REPAIRS

ACCOUNT NO.	PWCP341PB519-06505-PW0677-01	PWCP31WPB519-06505-PW0677-01	Totals
CT NO.	CTPW13000049-01	NEW	
original contract	\$42,000.00	\$0.00	\$42,000.00
change order #1	\$7,286.48	\$11,523.52	\$18,810.00
Account Totals	\$49,286.48	\$11,523.52	\$60,810.00

NBR	MASTER ITEM DESCRIPTION	QUANTITY	UOM	UNIT COST	NET	
					ADDITION	NET DELETION

UNFORSEEN CONDITIONS:

1	CEILING SLAB REPAIR	8.00	CF	\$570.00	\$4,560.00	
2	CONCRETE BEAM REPAIR	25.000	CF	\$570.00	\$14,250.00	

JUSTIFICATION: The nature of this additional work was performed under city Contract 9558-02 in FY 2012 by the same contractor, who is performing work under this city contract 9558-03. This additional work was not performed originally (concrete either recently spalled or was mistakenly omitted from 9558-02). Original unit prices from City Contract 9558-02 are being used for this work..

TOTAL UNFORSEEN CONDITIONS:

SUBTOTAL					\$18,810.00	\$0.00
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TOTAL CHANGE ORDER # 1					<b>\$18,810.00</b>	
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# Halbert Contracting Co., Inc

Roofing  
Caulking & Sealant Specialist  
Restoration Experts

## ADDITIONAL WORK REQUEST #1

DATE: August 22, 2013

TO: City of Jacksonville  
Public Works Department

FOR: Contract # 9558-03 Basement Water Intrusion Partial Repairs At St. James Building

ATTN: Thomas McKnight, Bill Bishop

We propose to furnish all labor, materials, equipment, supervision, and insurance for the following additional work on the referenced project.

### Ceiling Slab Repair

Repair of 8 CF of damaged Ceiling Slab: **\$570.00/CF.**

Labor Per Cubic Foot, 5 Carpenter Hours @ 50.00 per Man Hour=\$250.00

5 Labor Hours @ 24.10 per Man Hour...=\$120.50

Material Per Cubic Foot (grout, concrete & rebar).....=\$114.00

Equipment (chisels, Bits, and rental).....=\$ 85.50

**Total Cost of this Additional Work: \$4,560.00**

### Beam Repair

Repair of 25 CF of damaged Beam: **\$570.00/CF.**

Labor Per Cubic Foot, 5 Carpenter Hours @ 50.00 per Man Hour=\$250.00

5 Labor Hours @ 24.10 per Man Hour...=\$120.50

Material Per Cubic Foot (grout, concrete & rebar).....=\$114.00

Equipment (chisels, Bits, and rental).....=\$ 85.50

**Total Cost for this Additional Work: \$14,250.00.**

**Total for Additional Work: \$18,810.00**

**NOTE: The quantity of the additional work will add an additional (30) thirty days to the allotted Contract time to perform this work.**

Sincerely,

*Larry F. Halbert*

President