

Agresso Budget Adjustment Form

Fiscal Year: 2021

Batch #: 21103

Budget Version: AM2021

**Include on Claims & Bills? Yes No (circle one)

Requestor: Jazmin Lozano

Council Approved Date (if already went to Council):

- ** Note: answer Yes to Claims & Bills if.....
1. Grant or donation under \$1,000 (Resolution 2451)
 2. Revenue & expenses are being augmented for unexpected revenue where Council has not yet been informed such as Specialty Court, Forfeitures, etc. - **GRANT FUND ONLY** - NRS 354.598005
 3. **Budget authority crosses functions (per NRS 354.598005 (5b))**

Reason for Request:

Budget adjustment for change order on PO#100020957

Account Number	Account Description	Key Service Area	Program	Program Description	Function (code)	Function (if crosses function must include on Claims & Bills)	Fund	Budget Adj Amount + or - (Note: Increase Revenue budgets with a negative)
603242	Professional Services-Other	130765-01	21-1090	1404 City Facilities - Annual Citywide Facilities Improvements	01	General Government	1404	(3,429.53)
604060	Site Improvements	130765-10	19-1001	1404 City Facilities - Fire Station #1 - 2nd Floor Remodel to Add Office Space	10	Public Safety	1404	3,429.53
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
#REF!							Total	0.00

Approved by:

Program	Program(T)	Account	Account(T)	Budget	Actual	Encum	Pre-encum	Balance
21-1090	1404 City Facilities - Annual Citywide Facilities Improvements	603190	Maintenance and Repairs	0.00	449.00	0.00	0.00	-449.00
21-1090	1404 City Facilities - Annual Citywide Facilities Improvements	603242	Professional Services-Other	55,619.39	880.00	12,515.00	0.00	42,224.39
21-1090	1404 City Facilities - Annual Citywide Facilities Improvements			55,619.39	1,329.00	12,515.00	0.00	41,775.39

accountant

Please forward any applicable backup (single-sided) to this budget adjustment request. I will scan & attach it to the transaction, and it will be available when doing budget inquires such as "Program Budget Checking"

Program	Program(T)	Account	Account(T)	Budget	Actual	Encum	Pre-encum	Balance
19-1001	1404 City Facilities - Fire Station #1 - 2nd Floor Remodel to Add Office Space	603190	Maintenance and Repairs	0.00	2,095.04	0.00	0.00	-2,095.04
19-1001	1404 City Facilities - Fire Station #1 - 2nd Floor Remodel to Add Office Space	603242	Professional Services-Other	0.00	1,986.00	0.00	0.00	-1,986.00
19-1001	1404 City Facilities - Fire Station #1 - 2nd Floor Remodel to Add Office Space			0.00	4,081.04	0.00	0.00	-4,081.04
				0.00	4,081.04	0.00	0.00	-4,081.04
19-1001	1404 City Facilities - Fire Station #1 - 2nd Floor Remodel to Add Office Space	604020	Cap Project Professional Svcs	3,900.00	8,567.65	932.35	0.00	-5,600.00
19-1001	1404 City Facilities - Fire Station #1 - 2nd Floor Remodel to Add Office Space	604060	Site Improvements	102,205.00	86,827.00	4,000.00	0.00	11,378.00
19-1001	1404 City Facilities - Fire Station #1 - 2nd Floor Remodel to Add Office Space			106,105.00	95,394.65	4,932.35	0.00	5,778.00
				106,105.00	95,394.65	4,932.35	0.00	5,778.00
				106,105.00	99,475.69	4,932.35	0.00	1,696.96

From: [Miles, Brandon](#)
To: [Lozano, Jazmin](#)
Cc: [Cason, Brian](#)
Subject: 19-1001 Fire Station 1 2nd Floor Remodel Under 10K Change Order
Date: Monday, April 12, 2021 10:09:01 AM
Attachments: [Signed Fire 1 2nd Floor Remodel TMC-CO U10K.pdf](#)
[image001.png](#)
[19-1001 Fire 1 2nd Floor Remodel Force Account Change Order.pdf](#)
[COR #1 B&R.pdf](#)
[COR #2 Advanced Countertop.pdf](#)
[COR #3 Garbage Disposal B&R.pdf](#)
[COR #4 Access Panel & Electrical Work.pdf](#)
[COR #5 Window CO.pdf](#)

Jazmin,

Attached is the Under 10K Change Order Form for Project 19-1001 Fire Station 1 2nd Floor Remodel for your review and signature. To my record we have \$1,264.94 left in the budget for the increase in cost and the additional \$3,429.53 will come from 21-1090 Annual City- wide Facility Improvements, for a total Under 10K Change Order of 4,694.47. I have also attached the Force Account Change Order form and backup data for your information. Let me know if you have any questions.

Thanks,

Brandon Miles
Capital Projects Coordinator
bmiles@cityofsparks.us

[p] (775) 353-1528

[c] (775) 762-5416





The City of Sparks
UNDER \$10,000 CHANGE ORDER

CHANGE ORDER NO.: 1

PROJECT/BID NO/PWP NO: **Fire Station 1 2nd Floor Remodel**

CONTRACT NO.: **100020957**

ACCOUNT NUMBER/PROJECT/SUB-PROJECT: **1404/19-1001**

Summary Of Actual Revisions To Work Or Materials:

Remove previously installed entrance windows and install upgraded operable windows that will provide better functionality. This also includes a portion of the cost to install a new access panel. The change in cost is \$4,694.47 above the \$4,000.00 force account that was approved in the contract. (\$8,694.47 - \$4,000 = \$4,694.47)

Cost Breakdown:

Item No.	Description	Unit Price	Quantity	Days (+/-)	Total Cost (+/-)
1	Remove existing window and install new upgraded window	\$4,694.47	1 LS	0	\$4,694.47
Total Days/Cost to Contract				0	\$4,694.47

We the undersigned Contractor have given consideration to the proposed Change Order and hereby agree if this Change Order Proposal is approved, we will provide all Labor, Equipment, and Materials necessary for the work as described, and will accept as full payment, the prices shown above.

Accepted By:

Anthony Hall
Project Manager 4-12-21
Title Date

Recommended By:

Brandon Miles
Brandon Miles Date 3/30/2021
Project Manager

Approved By:

Jon R. Ericson, P.E., P.T.O.E. Date
City Engineer

Approved to as Coding/Funding:

Jazmin Lozano 4/15/21
Jazmin Lozano Date

FORCE ACCOUNT CONSTRUCTION CHANGE ORDER



CHANGE ORDER NO. : 1 DATE : 3/30/2021

PROJECT NAME AND PO. : Fire Station 1 2nd Floor Remodel

PO No. 100020957

CONTRACTOR: Truckee Meadows Construction

You are hereby authorized to make the following changes to the Scope of Work for the referenced construction contract, subject to the provisions of the contract documents.

ITEM #1 DESCRIPTION:

Second floor plumbing fixes as directed by the City Project Coordinator. The total amount for repairs is \$1,771.

Requested By: City of Sparks

Item #1: Increases the contract price by: \$ 1,771.00

Item #1: Increases the contract completion time by: 0 Work days

ITEM #2 DESCRIPTION:

Counter top color upgrade, as directed by the City Project Coordinator. The total amount of upgrade is \$156.87.

Requested By: City of Sparks

Item #2: Increases the contract price by: \$ 156.87

Item #2: Increases the contract completion time by: 0 Work days

ITEM #3 DESCRIPTION:

Third floor plumbing repairs, as approved by the City Project Coordinator. The total amount of repairs is \$457.70.

Requested By: City of Sparks

Item #3: Increases the contract price by: \$ 457.70

Item #3: Increases the contract completion time by: 0 Work days

ITEM #4 DESCRIPTION:

Access panel and additional electrical work, as directed by the City Project Coordinator. The total amount of change is \$2,240.20.

Requested By: City of Sparks

Item #4: Increases the contract price by: \$ 2,240.20

Item #4: Increases the contract completion time by: 0 Work days

ITEM #5 DESCRIPTION:

Front area counter window upgrade, as directed by the City Project Coordinator. The total amount of the window upgrade is \$4,068.70.

Requested By: City of Sparks

Item #5: Increases the contract price by: \$ 4,068.70

Item #5: Increases the contract completion time by: 0 Work days

SUMMARY:

1.	Original Force Account Amount	\$ <u>4,000.00</u>
2.	Total Cost of Prior Force Account Change Orders	\$ <u>0.00</u>
3.	Total Cost of This Force Account Change Order	\$ <u>8,694.47</u>
4.	Remaining Force Account Total	\$ <u>(-4,694.47)</u>
5.	Original Number of <u>Work Days</u> to Complete the Contract. .	<u>50</u> Days
6.	Original Completion Date for the Contract	March 24, 2021
7.	Work Days Added or Subtracted by Prior Changes	<u>0</u> Days
8.	Work Days Added or Subtracted by This Change	<u>0</u> Days
9.	Revised Number of Work Days to Complete the Contract. .	<u>50</u> Days
10.	Revised Completion Date for the ENTIRE Contract	March 24, 2021

Contract Summary:

1.	Original Contract Amount:	\$ <u>90,827.00</u>
2.	Contract Overage/ (Reduction) :	\$ <u>4,694.47</u>
3.	Final Contract Amount:	\$ <u>95,521.47</u>
4.	Contract Overage Percentage (%):	<u>1.05%</u>

APPROVALS:

Owner:
City of Sparks

By _____

Print Brandon Miles

Title Project Coordinator

Distribution:

Original: COS.
Contractor: Truckee Meadows Construction
Project Architect: FormGrey