

DESCHUTES COUNTY DOCUMENT SUMMARY

(NOTE: This form is required to be submitted with ALL contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

Please complete all sections **above** the Official Review line.

Date: December 21, 2022

Department: Facilities

Contractor/Supplier/Consultant Name: Skanska USA Building Inc.

Contractor Contact: Chad Young

Contractor Phone #: 541-233-6292

Type of Document: Change Order

Goods and/or Services: Construction Services

Background & History:

In April of 2020, the Board approved a contract with Skanska USA Building, Inc. for an 8,315 square foot addition to the Adult Parole & Probation/Work Center which included 1,038 square feet of unfinished space for future use. Construction began in June of 2022 and is approximately 80% complete.

Per this Change Order, Skanska USA Building, Inc. to provide all materials and services for interior finish of 1,038 square feet of shell space within the foot print of the current project. Scope of work to include plumbing, electrical, HVAC, framing, drywall and all other work required for completion per plans and specifications prepared by BLRB Architects. Proposed floorplan includes a restroom, private office, conference room, kitchenette, storage, and open office space.

The work included in the Change Order would be completed in conjunction with the remainder of the larger project. If approved, the cost of this additional work could be funded through a transfer from Community Justice Fund 355 to Campus Improvements Fund 463.

Agreement Starting Date: December 21, 2022

Ending Date: March 27, 2023

Annual Value or Total Payment: \$191,609.37

Insurance Certificate Received (check box)

Insurance Expiration Date: _____

Check all that apply:

RFP, Solicitation or Bid Process

Informal quotes (<\$150K)

Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

Funding Source: (Included in current budget? Yes No

If **No**, has budget amendment been submitted? Yes No

Is this a Grant Agreement providing revenue to the County? Yes No

Special conditions attached to this grant: N/A

Deadlines for reporting to the grantor: N/A

If a new FTE will be hired with grant funds, confirm that Personnel has been notified that it is a grant-funded position so that this will be noted in the offer letter: N/A

Contact information for the person responsible for grant compliance: N/A

Departmental Contact and Title: Lee Randall, Director **Phone #:** 541-617-4711

Department Director Approval: _____
Signature Date

Distribution of Document: Please return all documents to the Facilities Department.

Official Review:

County Signature Required (check one):

BOCC if >\$150K

Administrator (if >\$25K but <\$150K)

Department Director (if <\$25K)

Legal Review _____ Date _____

Document Number 2022-993