



August 6th, 2019

Board of Trustees
Novato Unified School District
1015 Seventh Street
Novato, CA 94945

RE: Change Order #1 Justification: RJ Mechanical Incorporated, San Jose Middle School Building M HVAC Upgrade.

Item #1 – Seal Supply and Return Ductwork for San Jose Building M

Explanation of item #1: Upon removal of existing HVAC units scheduled for replacement it was discovered that existing ductwork was not sealed, which led to inefficient delivery of heated or cooled air from mechanical units. RJ Mechanical Incorporated proposed an upcharge of \$650 to seal supply and return ducts, resolving the issue.

In our capacity as the District's Construction Manager we have completed a review of Change Order #1.

The total cost of Change Order #1 is: \$650.00.

The total Change Orders to date for the San Jose Middle School Building M HVAC Upgrade Project amount to \$650.00.

Total Change Orders to date amount to 1.0% of the contract value for RJ Mechanical, Inc. If approved, Change Order# 1 would increase the total contract value by \$650 from \$60,410.00 to \$61,060.00; construction contingency use would stand at 1% with project completion level at 100%.

Based upon the review of the merit and the compensation, it is our recommendation that you approve this change order. If you have any questions, please do not hesitate to call.

Sincerely,
Greystone West Company

Todd Lee
Senior Project Manager