

AUDITOR SERVICES REQUEST

(Processing time is 3 business days from the date received)

TO: AUDITOR-CONTROLLER'S OFFICE DATE: 10/24/2017

FROM: Emily Coulter DEPT: CAO/ACO

CONTACT/EXTENSION: 8024

ASSIGNMENT: REVIEW OF FINANCIAL AND BUDGET ITEMS IN CONTRACT

VENDOR'S NAME (AS IT APPEARS ON THE CONTRACT): Vanir Construction Management

CONTRACT ATTACHED WITH EXHIBITS/ATTACHMENTS

SCHEDULED FOR BOARD OF SUPERVISORS MEETING?

YES DATE: 11/7/2017

NO

Please make sure that you have checked the following –

- Non-resident withholding
- Record retention
- Term dates i.e. July 1, 20XX – June 30, 20XX
- Amount of contract
- Retention withholding
- Payment terms/billings – original receipts must be submitted for reimbursable expenses
- Check your math
- Check your dates
- Budget – must have appropriation
- Multiyear contract require amounts per fiscal year
- Encumbrance number noted on addendums (attach all prior addendums and original contact)

(FOR AUDITOR-CONTROLLER USE ONLY)

INITIALS OF ASSIGNED STAFF: Click here to enter text. **DO** 

DATE COMPLETED: Click here to enter a date. **10/24/17**

FINAL EMAIL TO DEPT: Click here to enter a date.

Comments:

Looks good to go - DO



**FIRST ADDENDUM TO CONTRACT FOR SERVICES
BY INDEPENDENT CONTRACTOR**

THIS FIRST ADDENDUM is to that Contract executed on May 16, 2017 between the County of Siskiyou (County) and VANIR Construction Management, Inc. (Contractor).

WHEREAS, the Contract expired on October 31, 2017 and services continued to be required after that date; and

WHEREAS, the parties desire to extend the term of the Contract;

WHEREAS, the cost of services to be provided under the contract is expected to exceed the amount provided in the Contract; and

WHEREAS, the parties desire to increase the amount of compensation payable under the contract

WHEREAS, the Scope of Service, Exhibit A, needs to be revised to reflect additional duties.

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

Paragraph 1.01 of the Contract for Services shall be amended to extend the term of the contract through November 30, 2018.

Paragraph 3.01 of the Contract, Specific Services, Exhibit "A", shall be revised to include Exhibit "A.1", Scope of Services, attached hereto and hereby incorporated by reference.

Paragraph 4.01 of the Contract, Compensation, shall be amended to add an additional THIRTY SIX THOUSAND SEVEN HUNDRED THIRTY DOLLARS 00/100(\$36,730), to increase the compensation payable under the contract to an amount not to exceed EIGHTY FOUR THOUSAND TWO HUNDRED SEVENTY DOLLARS 00/100 (\$84,270).

All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum on the _____ day of _____ 2017.

CONTRACTOR:

By: _____
Alexander V. Leon, CFO/Sr. VP
TAXPAYER I.D. on file

_____ Date

COUNTY OF SISKIYOU
BOARD OF SUPERVISORS

By: _____
Michael N. Kobseff, Board Chair

ATTEST:
COLLEEN SETZER
Clerk, Board of Supervisors

By: _____
Deputy

ACCOUNTING: DO
Fund 4201 Organization 108010 Account 761010 Activity Code (if applicable)

Encumbrance number (if applicable) E1700532

If not to exceed, include amount not to exceed: \$84,270

For multi-year contracts, please include separate sheet with financial information for each fiscal year.

**EXHIBIT A.1
AB 900 JAIL PROJECT
PROJECT ESTABLISHMENT
AND CEQA SUPPORT**

Project Support Services			
Activity	Hours	Rate	Total
(1) Project Establishment			
• Attend kick-off meeting with County			
• Attend kick-off meeting with BSCC			
• Prepare and submit concept facility plan			
• Prepare and submit conceptual site plan layout			
• Prepare and submit budget summary table			
• Prepare and submit 3-page estimate			
• Prepare and submit detailed cost estimate			
• Prepare and submit room space list			
• Prepare and submit timeline			
• Prepare and submit side by side			
• Prepare and submit scope of work description			
• Obtain approvals from County, SO, BSCC, DOF, SFM			
• Assist with the development of the PDCA			
PD	24	\$180	\$4,320
PM	48	\$165	\$7,920
Architects	16	\$175	\$2,800
Engineers	24	\$150	\$3,600
Estimating	24	\$160	\$3,840
Scheduling	16	\$155	\$2,480
Total Staffing Costs	152		\$24,960
Expenses			\$1,200
TOTAL FOR ACTIVITY 1			\$26,160
(2) CEQA Negative Declaration			
Item 1 - Draft Mitigated Negative Declaration			
• Review new project description			
• Review previously approved MND			
• Draft and submit MND to County for review			
• Revise draft per county comments			
• Submit draft to county for posting			
Item 2 - Prepare and present final MND to County Supervisors			
• Respond to comments			
• Submit final MND			
• Attend County Supervisor's meeting			
• Prepare and submit 3-page estimate			
• Prepare and submit detailed cost estimate			
CEQA Specialist	58	\$165	\$9,570
Expenses			\$1,000
TOTAL FOR ACTIVITY 2			\$10,570
TOTAL PROPOSAL			\$36,730