



# HAYWOOD COUNTY BOARD OF COMMISSIONERS

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## AGENDA REQUEST

***Must be presented to the County Manager's Office  
NO LATER THAN 5 P.M. FRIDAY THE WEEK BEFORE THE MEETING***

DATE OF REQUEST: July 11, 2017

FROM: Dale Burris, Director of Facilities and Maintenance

MEETING DATE REQUESTED: July 17, 2017

*Regular meetings: First (1<sup>st</sup>) Monday of the month at 9:00 am  
Third (3<sup>rd</sup>) Monday of the month at 5:30 pm*

SUBJECT: Haywood County Animal Services Facility

REQUEST: Approval for {Change Order #3} funded by the Friends of the Animal Shelter

BACKGROUND: One of the items that {Value Engineered} for cost savings was deletion of the tempered glass doors on the visitation side of the kennel areas where Public would be able to view. The doors were {Value Engineered} as stainless steel doors in lieu of the tempered glass. The Friends of the Animal Shelter have secured funding for the tempered glass doors in rooms 115 (puppy kennels), 148 and 151 (Large Dog Kennels), as well as funding for the rotating feeder/water bowls that were not in the original design. The feeder/water bowls will be installed in ALL kennel runs for convenience and safety for staff and Public as well.

IMPLEMENTATION PLAN: Approve Change Order #3 to be fully funded by the Friends of the Animal Shelter.

FINANCIAL IMPACT STATEMENT: Ms. Julie Davis, Haywood County Finance Director and Mr. Doyle Teague, Animal Services Director

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SUPPORTING ATTACHMENTS: YES  NO  HOW MANY? 3

LIST:

- 1) USDA Form RD 1924-7 Owner Requested Change Order #3
- 2) CO #3 H & M Constructor Breakdown
- 3) HCAS – Change Order # email from Randy Cunningham, Mountain Design

**If yes, one ORIGINAL ATTACHMENT, and 14 copies, copied front and back side of pages, stapled and three-hole punched must accompany the agenda request**

PowerPoint Presentation: YES \_\_\_\_\_ NO \_\_\_\_\_X\_\_\_\_\_

PERSON MAKING PRESENTATION AT MEETING: Dale Burris

TITLE: Director of Facilities and Maintenance

PHONE NUMBER: 452-6651

E-MAIL: dburris@haywoodnc.net

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THIS SECTION FOR OFFICE USE ONLY

Received (Date/Time): \_\_\_\_\_

County Manager / Clerk to the Board Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In an effort to save paper, attachments should be copied on both front and back sides.

Form RD 1924-7  
(Rev. 2-97)

UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT AND  
FARM SERVICE AGENCY

ORDER NO.	#3
DATE	7-11-2017
STATE	NC
COUNTY	Haywood

**CONTRACT CHANGE ORDER**

CONTRACT FOR  
Haywood County Animal Services Facility

OWNER  
Haywood County

To H & M Constructors, A Division of M.B. Haynes Corporation  
(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Glass front kennels and Revolving food bowls	\$	\$ 31,906.31
TOTALS	\$ 0.00	31,906.31
NET CHANGE IN CONTRACT PRICE	\$ 0.00	31,906.31

JUSTIFICATION:

staff safety and improved public viewing

The amount of the Contract will be (Decreased) (Increased) By The Sum Of: Thirty-one thousand,  
nine hundred six and 31/100 Dollars (\$ 31,906.31).

The Contract Total Including this and previous Change Orders Will Be: Three million, five hundred  
twenty-three thousand, five hundred forty-one and 41/100 Dollars (\$ 3,523,541.41).

The Contract Period Provided for Completion Will Be (Increased) (Decreased) (Unchanged) : 28 Days.

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____	(Owner)	_____	(Date)
Recommended <u>M.B. Haynes</u>	(Owner's Architect/Engineer)	<u>7/11/17</u>	(Date)
Accepted <u>Shirley Roberts</u>	(Contractor)	<u>7/11/17</u>	(Date)
Approved by Agency _____	(Name and Title)	_____	(Date)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-01042. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

- ORIGINAL-BORROWER'S CASE FOLDER
- COPY-CONTRACTOR
- COPY-BORROWER

# Haywood County Animal Services Facility

## CO #3 Glass Front Kennels & Revolving Food Bowls

115,148,151 - 1 SIDE

ALL KENNELS - 1 SIDE

a)	Materials	\$0.00
b)	Rent of Equipment	\$1,000.00
	Sub-Total	\$1,000.00
c)	Labor	\$4,400.00
	Sub-Total	\$5,400.00
d)	Insurance / Labor Burden	\$2,156.00
	Sub-Total	\$7,556.00
e)	Subcontractor Work	\$19,795.00
	Sub-Total	\$27,351.00
f)	Management Fee 5%	\$1,367.55
	Sub-Total	\$28,718.55
g)	Overhead & Profit 10%	\$2,871.86
	Sub-Total	\$31,590.41
h)	Guarantee Bond	\$315.90
	<b>TOTAL</b>	<b>\$31,906.31</b>
i)	Additional Days Required	28

## Dale Burris

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**From:** Randy <randy@mountain-design.com>  
**Sent:** Tuesday, July 11, 2017 3:10 PM  
**To:** Dale Burris; Ira Dove  
**Cc:** Julie Davis; Doyle W. Teague  
**Subject:** HCAS- Change Order #3

We would like to request Change Order #3 for the Haywood County Animal Services Facility in the amount of \$31,906.31. This change order is for Revolving food bowls at each kennel (1 side) and glass front doors on Pups # (115), Kennels # (148 & 151). This request comes from the Veterinarian and the facility manager for the safety & convenience of staff at the facility and the glass doors for the improved public viewing for adoptions at the facility. The Friends of the Animal Shelter have committed to the entire cost of this change order.

Randy Cunningham, AIA

**Mountain Design**

828-456-5159 tel  
828-456-3565 fax

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Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) sent in response to it, may be considered public record and as such are subject to request and review by anyone at any time.