



City Council Staff Report

Date: August 3, 2016 CONSENT CALENDAR

Subject: ACCEPTANCE OF FIRE STATION NO. 2 CHILLER REPLACEMENT,
CITY PROJECT NO. 14-17

From: David H. Ready, City Manager

Initiated by: Department of Engineering Services

SUMMARY

Formal City Council acceptance of Fire Station No. 2 Chiller Replacement, CP 14-17, is required to document the completion of the public works improvement, and to allow the City's filing of a Notice of Completion with the Riverside County Recorder in accordance with Section 9200 of the California Civil Code.

RECOMMENDATION:

- 1) Accept the public works improvement identified as Fire Station No. 2 Chiller Replacement, CP 14-17, as completed in accordance with the plans and specifications; and
- 2) Authorize the City Engineer to execute and file for recordation with the Riverside County Recorder a Notice of Completion for Fire Station No. 2 Chiller Replacement, CP 14-17.

STAFF ANALYSIS:

On October 7, 2015, the City Council awarded a construction contract to CCS Contractors, Inc. in the amount of \$157,500 for the Fire Station No. 2 Chiller Replacement, CP 14-17, (the "Project"). The scope of the Project included the demolition and construction of chiller footing/pad, replacement of existing chiller and related components, roof mounted exhaust fan, ductwork, hydronic piping with insulation and components, refrigerant leak detection system, replacement of existing conduit and conductors, and miscellaneous plywood/stucco patch work related to the chiller replacement for the roof and ceiling of the building. An aerial map of the site is identified below.

ITEM NO. 1P



Location Map

Throughout construction of the Project three contract change orders were approved as follows:

- Construction Contract Change Order 1 (CCO1) in the amount of \$21,334.30 was approved by City Manager on April 19, 2016, to accommodate installation of a temporary chiller during construction of the Project.
- Construction Contract Change Order 2 (CCO2) in the amount of \$25,259.92 was approved by the City Council on June 1, 2016, to accommodate installation of new pump and associated equipment for the new chiller.
- Construction Contract Change Order 3 (CCO3) for a credit in the amount of (\$2,622.46) was approved by the City Engineer on July 14, 2016, to reflect final costs associated with the additional work approved via CCO2.

The final cost of the Project was increased by \$43,971.76 from the original awarded contract amount of \$157,500 for a final contract amount of \$201,471.76; copies of CCO1, CCO2 and CCO3 are included as **Attachment 1**.

As determined by City staff, the Contractor satisfactorily completed the Project on June 17, 2016. Staff recommends that the City Council accept the Project as required by Section 9200 of the California Civil Code, and authorize the City Engineer to file and record a Notice of Completion within 15 days of the City Council's action. A copy of the Notice of Completion to be submitted to the County is included as **Attachment 2**.

ENVIRONMENTAL IMPACT:

Section 21084 of the California Public Resources Code requires Guidelines for Implementation of the California Environmental Quality Act ("CEQA"). The Guidelines are required to include a list of classes of projects which have been determined not to have a significant effect on the environment and which are exempt from the provisions

of CEQA. In response to that mandate, the Secretary for Resources identified classes of projects that do not have a significant effect on the environment, and are declared to be categorically exempt from the requirement for the preparation of environmental documents. In accordance with Section 15302 "Replacement or Reconstruction," Class 2 projects consist of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have a substantially the same purpose and capacity as the structure replaced; therefore, the Fire Station No. 2 Chiller Replacement is considered categorically exempt from CEQA, and a Notice of Exemption has been prepared and filed with the Riverside County Clerk.

FISCAL IMPACT:

The Project was funded through Measure J Fund No. 260-4500-59450 and Airport Fund No. 416-6501-56173. During construction additional work was approved via CCO1, CCO2 and CCO3 for a cumulative amount of \$43,971.76 were approved. The final construction contract amount was \$201,471.76. **Table 1** below is a summary of the total costs incurred for the Project.

| Phase | FY 14/15 Expenditure | FY 15/16 Expenditure | Final Cost |
|------------------------|----------------------|----------------------|---------------------|
| Administration | \$327.10 | \$3,866.19 | \$4,193.29 |
| Design | \$13,523.85 | \$5,976.15 | \$19,500.00 |
| Construction Contract | | \$157,500.00 | \$157,500.00 |
| Contract Change Orders | | \$43,971.76 | \$43,971.76 |
| Total Cost | \$13,850.95 | \$211,314.10 | \$225,165.05 |

Table 1

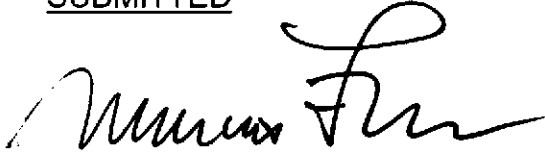
The Project was funded through the following sources as shown in **Table 2:**

| Fund Name | Account | Actual |
|--------------------------------|----------------|-------------------|
| Measure J | 260-4500-59450 | \$193,077.00 |
| Airport Fund | 416-6501-56173 | \$34,152.81 |
| | | |
| Total Expenditures for Project | | \$225,165.05 |
| Project Budget | | \$227,229.81 |
| Remaining Balance | | \$2,064.76 |

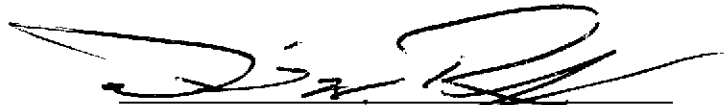
Table 2

The City is holding retention of \$10,073.59 for CCS Contractors, Inc., pending acceptance of the improvements and filing of the Notice of Completion with the County Recorder's office. Since this project is a maintenance effort, the Finance Department does not need to add the cost of this project to the City's fixed asset system, as no new assets have been created in compliance with Governmental Accounting Standard Board (GASB) 34 *Standards for Financial Reporting of Infrastructure Assets*.

SUBMITTED



Marcus L. Fuller, MPA, P.E., P.L.S.
Assistant City Manager/City Engineer



David H. Ready, Esq., Ph.D.
City Manager

Attachments:

1. Change Order Nos. 1-3
2. Notice of Completion

Attachment 1



**CITY OF PALM SPRINGS
CONTRACT CHANGE ORDER**

To: CCS Contractors, Inc.
5225 Canyon Crest Drive
Suite 71-261
Riverside, CA 92507-6301

Date: March 17, 2016
Project No: 14-17
Project: Fire Station 2 Chiller Replacement

Attn: James S. Carter

Change Order No: 01
Purchase Order: 16-0571
Account:
Number(s): 260-4500-59450
416-6501-56173

CHANGES IN WORK/COST:

This Contract Change Order No.1 provides for the rental, delivery and installation of a trailer mounted, 60-Ton Chiller for temporary Air Conditioning of Fire Station No. 2 during the construction and installation of the new chiller.

NEW ITEMS

| Item | Description | Price | Quantity | Total |
|------|---------------------------------------|-------------|----------|-------------|
| A | Chiller Rental (45 Calendar Days) | \$16,293.20 | 1 | \$16,293.20 |
| B | Furnish and Install Valves/Fittings | \$3,693.90 | 1 | \$3,693.90 |
| C | Delivery and Installation Supervision | \$826.85 | 1 | \$826.85 |
| D | Compensation for Bonds | \$520.35 | 1 | \$520.35 |

CHANGE ORDER TOTAL \$21,334.30

CHANGES TO CONTRACT TIME:

Work will commence prior to start of contract time, therefore no additional working days will be added.

SOURCE OF FUNDS:

The following accounts will be utilized:

| Item | Description | Amount | Account Utilized |
|----------|------------------------------------|-------------|------------------|
| A thru D | Measure J Capital Fund | \$9,818.95 | 260-4500-59450 |
| | Palm Springs International Airport | \$11,515.35 | 416-6501-56173 |

**DUPLICATE
ORIGINAL**

REASONS FOR CHANGES:

General: City Project 14-17 allows for the purchase and installation of a new 60 Ton Chiller for Fire Station No.2 located at 300 N. El Cielo Road. In order to complete construction and installation of the new chiller it is necessary to take the old chiller out of service. This item will provide for the rental and installation of a portable, trailer-mounted chiller that will supply air conditioning to the facility during construction.

Item A: This item provides for the (45) day rental of a 60 Ton (208V-230V-3-60, 320 amps) air cooled chiller trailer with 7.5 HP pump, 100 ft of 3" cam lock hose, and 100 ft of cam lock power cable with bared end tails. Cost is inclusive of pick-up and delivery, hook up assistance and certificates of insurance. Rental unit will be provided at the Lump Sum/Agreed Price of \$16,293.20 as indicated on Exhibit A (attached).

Item B: This item is for the services of a mechanical contractor to furnish and install all necessary valves and fittings required for the connection of the temporary chiller. This work will be completed at the Lump Sum/Agreed price of 3,693.90 as indicated on Exhibit B (attached).

Item C: This item compensates the contractor for additional labor associated with the oversight and assistance with the delivery and installation of the temporary chiller. Estimate based on 10 hours @ \$71.90/hr and includes an allowable 15% mark up. This item to be paid at the Lump Sum/Agreed Price indicated and no additional compensation will be allowed therefore.

Item D: Special provisions allow for compensation to the Contractor due to the increase of bond premium caused by the additional work. Cost for this item was determined as 2.5% of the subtotal of items A thru C. 2.5% of \$20,813.95 = \$520.35

SUMMARY OF COSTS:

| | | | |
|---------------------------|---------------------|----------------------|-----|
| Original Contract Amount: | \$157,500.00 | Original Completion | TBD |
| This Change Order: | \$21,334.30 | Days Added | 0 |
| Previous Change Order(s): | \$ 0.00 | Previous Days Added: | 0 |
| Revised Contract Amount: | \$178,834.30 | Revised Completion | TBD |

SIGNATURES ON NEXT PAGE



CCS Contractors, Inc.
 MECHANICAL ENGINEERING GENERAL
Serving Southern California Since 1980

CARTER CONTRACTORS DIV
 5225 CANYON CREST DRIVE
 SUITE NO. 71-261
 RIVERSIDE, CA. 92507-6501
 TELE. NO. 951-836-0698

03/16/2016

Mr. Michael Lytar, P.E.
 Senior Public Works Inspector
 Department of Public Works and Engineering
 City of Palm Springs
 3200 E. Tahquitz Canyon Way
 Palm Springs, Ca. 92262

SUBJECT: COR- Change Order Request for;
 Chiller Replacement Project No. 14-17.
REFERENCE: Firestation No.2 located at
 300 N. El Cielo Road, City of Palm Springs

Dear Sir,

Attached items are for your information;

- Provisions for chiller rental, La Brea Air Inc.
 Factory styled equipment, exhibit REV. "A" \$ 14,168 x 1.15 mu \$ 16,293.20
- Benel Mechanical sub., exhibit "B" \$ 3,518 x 1.05 mu \$ 3,693.90
- CCS Contractors Inc. as stated
 Labor for electrical and temp.
 hose installation assistance. 10hrs @71.90 \$ 719 x 1.15mu \$ 826.85
- Subtotal \$ 20,813.95
- Bonds for subtotal is 2.5% \$ 520.35



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Page 2, cont.

All totals for COR is \$ 21,334.30

Notation: Prices above are predicated on normal working hours Monday thru Friday.

And do not include any overtime.

1. Initial down time to "safe-off" old chiller shall be 1- day duration included in initial base contract.
2. And the time for preparing for new valves, tees and fittings for connections of a temp. chiller(Benel Mech.) shall be 2 days duration.
3. Mobilization for temp. chiller rental and electrical/hose piping hook ups with start up is 2.5 day duration. Overlapping with item no.2.
4. Initial down time with no air conditioning serving the Fire station No. 2 in preparation of hooking in the exterior rental chiller is approx. 3.5 days.

I hope the above is satisfactory.
 Any questions, please do not hesitate to call.

Best Regards,

James S. Carter, President



RENTAL AGREEMENT LaBrea AIR INC.

5601 W. Stauson Ave , Suite 262 • Culver City, CA 90230-6598
(310) 258-9100 • (800) 452-2732 • Fax (310) 258-9110

CUSTOMER NUMBER: 6595 QUOTATION **EXHIBIT** JOB NUMBER:
CA REV. DATE: 03-02-16

RENTEE: CCS CONSTRUCTION

BILLING ADDRESS:
5225 Canyon Crest Dr. ste 71-261
Riverside, CA 92507

DELIVERY ADDRESS:
300 El Cielo Rd.
Palm Springs, CA 92262

CONTACT: Jim Carter
TELEPHONE: 951-836-0698
FAX:

CONTACT: same
TELEPHONE:

PURCHASE ORDER NO: TERMS: net on invoice

DELIVERY INSTRUCTIONS: Deliver to Fire Station TBD

QTY DESCRIPTION:

ONE-(1) NOMINAL 60-TON (208V-230V-3-60, 320 AMPS) AIR-COOLED CHILLER TRLR,
7.5 HP PUMP WITH 100FT OF 3" CAMLOCK HOSE, 100 FT OF CAM LOCK POWER CABLE
WITH BARED END TAILS.

15 Days • MINIMUM ONE (1) MONTH RENTAL AT 6,000.00 FOR THE FIRST MONTH AND *6,000.00*
@ *300.00* PER DAY UP TO A MAXIMUM OF \$6,000.00 PER MONTH *inc Sat. Sun. 4500.00*
• PICKUP AND DELIVERY - \$250.00 FOR EACH WAY *x (2) REQUIRED* *500.00*
• HOOK-UP ASSISTANCE AVAILABLE AND ESTIMATED AT 2 MEN 2 DAYS @ \$84.00
PER HOUR: \$2,688.00 (STRAIGHT-TIME ONLY) *"NON P.W." J. CARTER* *2,688.00*
• 1*MISC
• CERTIFICATE OF INSURANCE (ONE TIME FEE): \$480.00 *480.00*

NOTES:

- 1. ALL PERMITS, LICENSES AND APPROVALS BY OTHERS.
- 2. ELECTRICAL SUPPLY AND CONNECTION BY OTHERS.
- 3. SECURITY OF EQUIPMENT BY OTHERS.
- 4. Points of connection by others.

• PRICES ARE NOT SUBJECT TO SALES TAX

TOTAL *14,168.00*

Installation is not part of this agreement

Rentee understands that the efficiency and performance of air conditioning equipment is dependent upon numerous variables. Unless otherwise expressly provided herein, Rentor makes no warranties, and Rentor shall not by virtue of having rented the equipment covered by this agreement be deemed to have made any representation or warranty as to the merchantability, fitness, design, or condition of the equipment or as to the suitability of equipment for Rentee's use. Rentor shall not be liable to Rentee for, and Rentee shall indemnify and hold Rentor harmless from any liability, claim, loss, damage or expense of any kind or nature caused directly or indirectly by (a) the inadequacy of any equipment for any purpose; (b) any deficiency or defect in any equipment; (c) the use or performance of any equipment; (d) any interruption or loss of service, use or performance of any equipment; or (e) any loss of business or other consequential damage whether or not resulting from any of the foregoing. Sign below after carefully reading the continuation of this agreement.

Signature: _____ Date _____ Submitted by: Aarav Baggao

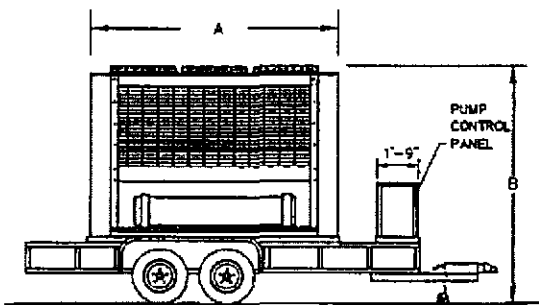
Printed name _____ Title Sales-Engineer

LA BREA AIR, INC.

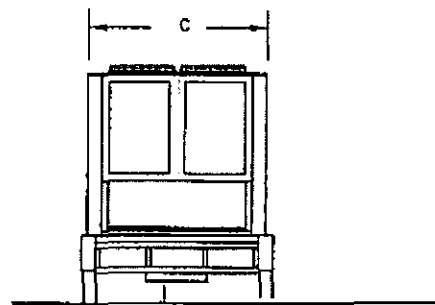
5601 W. SLAUSON AVENUE SUITE 262, CULVER CITY, CA 90230

PHONE: (310)258-9100 FAX : (310)258-9110 www.labrearentals.com

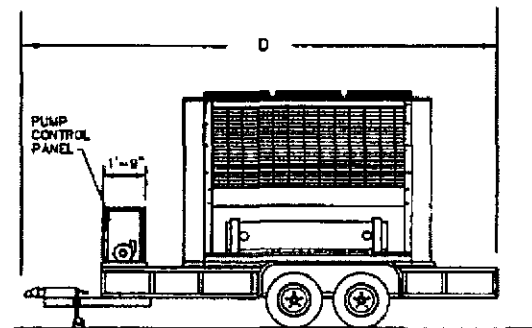
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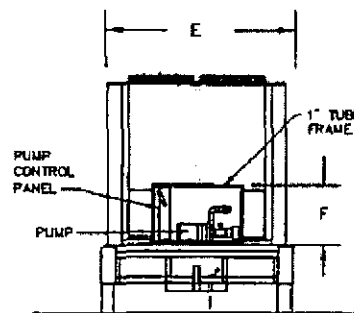
RIGHT SIDE VIEW



REAR VIEW



LEFT SIDE VIEW



FRONT VIEW

| UNIT/CAPACITY | DIMENSIONS | | | | | | APPROX. WEIGHT | AMPERAGE | | NOTES: |
|---------------|------------|--------|-------|--------|--------|-------|----------------|----------|------|--|
| | A | B | C | D | E | F | | 208/230V | 460V | |
| ACC-60T | 10'-3" | 10'-0" | 7'-2" | 19'-8" | 7'-10" | 2'-6" | 7200 | 3 PH. | | ELECTRICAL CONNECTIONS ARE CAMLOCK. PIPING CONNECTIONS ARE 3" CAMLOCK HOSE 7.5 H.P. PUMP INSTALLED INTERNALLY 300 AMP FUSED DISCONNECT MOUNTED. 2 5/16" BALL HITCH |
| MFG.: CARRIER | | | | | | | | 320 | | |

prispA: 1

EXHIBIT (B)

Benel Mechanical, Inc.

California Contractors License #479123

25003 E. 5th Street
San Bernardino, CA 92410

Phone 909 888 6626
Fax 909-889-2573

March 02, 2016

CCS Contractors, Inc.
2493 Marsha Court
Riverside, Ca. 92506

Re: City of Palm Springs Fire Station #2 Chiller Replacement

The following is our proposal to furnish and install the necessary valves and fittings required for the connection of a temporary chiller as discussed. Additional insulation will also be required for the added valves and fittings

Material

| | | |
|---------------------------|------------------|-----------------|
| 1/4" Ball Valve | 1 @ \$18.00 ea. | \$18.00 |
| 3" Butterfly Valve | 4 @ \$133.00 ea. | \$532.00 |
| 3" Weld Flanges | 6 @ \$17.02 ea. | \$102.12 |
| 3" Blind Flange | 2 @ \$14.63 ea. | \$29.26 |
| 3" Threaded Flange | 2 @ \$24.67 ea. | \$49.34 |
| 3" Weld Tees | 2 @ \$22.48 ea. | \$44.96 |
| 3/4" Thread-oler | 1 @ \$6.00 ea. | \$6.00 |
| 3" Nut, Bolt & Gasket Ser | 6 @ \$10.00 ea. | \$60.00 |
| Insulation Materials | 1 @ \$50.00 Lot | \$50.00 |
| Misc Connections | 1 @ \$50.00 Lot | \$50.00 |
| Total Material | | <u>\$941.68</u> |

| | |
|--|-------------------|
| Material | \$ 941.68 |
| Sales Tax | \$ 78.16 |
| Pipefitter Labor 24 hrs. @ \$85.00 per hr. | <u>\$2,040.00</u> |
| | \$3,059.84 |
| 15% Overhead & Profit | <u>\$ 458.16</u> |
| Total This Proposal | \$3,518.00 |

Jay E. Benjamin, President
BENEL MECHANICAL, INC.

3-3 EXTRA WORK.

3-3.1 General. ADD the following:

The City reserves the right to direct the Contractor to solicit competitive Bids for Extra Work. If required by the City, the Contractor shall obtain competitive Bids from Subcontractors acceptable to Contractor and shall deliver such Bids to the City who will then determine which Bids will be accepted.

Any request by the Contractor to change the Contract Price to include the price of Extra Work shall be by written notice to the City and shall include itemized estimates. The Contractor's itemized estimates shall detail all applicable elements of price e.g., labor and payroll costs, quantities, crew composition, production rates, material costs, Subcontractor and Supplier costs, equipment costs, and supplemental costs. If the Contractor's request to change the Contract Price arises from changes in the Schedule affecting all or part of the Project, or if the Contractor seeks a change in the Contract Time, the Contractor's request shall include the analysis required by 6-1, "CONSTRUCTION SCHEDULE AND COMMENCEMENT OF THE WORK."

3-3.2.2 Basis for Establishing Costs.

a) Labor. ADD the following:

The Engineer reserves the right to request certified payrolls to substantiate the actual cost of labor. The Contractor shall produce payroll certified by a California licensed Certified Public Accountant. The certified payroll shall list the labor rates of the Contractor personnel, consultants and Subcontractors that are working on or are associated with this Project and shall be provided at the request of the Engineer.

If the Contractor's proposal for Extra Work is based upon services and work to be performed outside normal working hours, the labor charges associated with such Extra Work shall consist of straight time wages and burden plus the appropriate overtime or shift premium with no additional burden (i.e., fringe benefits) on the premium portion.

In no case shall the Contractor be required to pay more than state and or federal wage rates, whichever governs the Work or any portions thereof.

c) Tool and Equipment Rental: DELETE second paragraph in its entirety, and SUBSTITUTE the following:

Regardless of ownership, the rates to be used in determining equipment rental costs shall not exceed those listed in the latest edition of the Caltrans publication entitled "Labor Surcharge and Equipment Rental Rates" preceding the date the Work is accomplished. Where the Contractor can substantiate that the rental rates prevailing locally exceed the published rates by more than 15%, the Contractor will be entitled to a rental rate adjustment. For equipment not listed in said publication, rental rates shall not

LA Bree
Ave
The

exceed listed rates prevailing locally at equipment rental agencies or distributors, at the time the Work is performed.

Whenever possible, Extra Work shall be accomplished using equipment available on Site or owned by the Contractor. If a specific piece of equipment must be rented to be used exclusively for the Extra Work, the rental rate will be the invoiced rate.

3-3.2.3 Markup. DELETE in its entirety and SUBSTITUTE the following.

For Change Orders, whether additive or deductive, and for work classified as Extra Work, the allowance for overhead and profit shall include full compensation for superintendence, insurance premiums, taxes, field office expense, "extended overhead, home office overhead, and any other items of expense e.g., Change Order estimating and preparation cost, claims preparation cost, schedule analysis, project management, and field engineering.

Extended overhead shall be any and all costs incurred either in the field or at the Contractor's office resulting from Extra Work excluding direct costs related to direct hourly labor equipment, or materials necessary to complete the Extra Work.

CCS
10 Hrs
10% O.H.
5% P

- a) The allowance for overhead and profit shall not exceed the values in Table 3-2.2.3(A) unless specified otherwise in the Special Provisions.

Table 3-2.2.3(A)

| Component | Overhead | Profit |
|-----------|----------|--------|
| Labor | 10% | 10% |
| Material | 10% | 5% |
| Equipment | 10% | 5% |

- b) To the sum of the costs and markups provided for in this subsection, actual increase in the Contractor's bond premium caused by the Extra Work shall be added as compensation for Bonds. @ 2 1/2% PER ABENT

- c) Work paid under Allowance Bid items is not subject to the mark-up limitations specified in Table 3-2.2.3(A) unless specified otherwise in the Special Provisions.

Bevel
Mech.

- d) When all or any part of the Extra Work is performed by a Subcontractor, the allowance specified herein shall be applied to the labor, materials, and equipment costs of the Subcontractor, to which the Contractor may add 5% of the Subcontractor's total cost for the Extra Work.



CITY OF PALM SPRINGS CONTRACT CHANGE ORDER

To: CCS Contractors, Inc.
5225 Canyon Crest Drive
Suite 71-261
Riverside, CA 92507-6301

Date: June 1, 2016
Project No: 14-17
Project: Fire Station 2 Chiller Replacement

Change Order No: 02
Purchase Order 16-0571
Account 416-6501-56173

Attn: James S. Carter

CHANGES IN WORK/COST:

This Contract Change Order No. 2 provides for the installation of a new condenser water pump and appurtenances to facilitate the new chiller installation at Fire Station No. 2. The existing condenser water pump is rated at 111 gallons per minute (gpm), and a larger capacity condenser water pump of 156 gpm is required to facilitate the new chiller equipment that has been installed. All work to be provided in accordance with Change Order Request No. 2 dated May 23, 2016, included as Attachment 1.

NEW ITEMS

| Item | Description | Price | Quantity | Total |
|------|----------------------------------|-------------|----------|-------------|
| E | New 156 GPM Condenser Water Pump | \$25,259.92 | LS | \$25,259.92 |

CHANGE ORDER TOTAL \$25,259.92

CHANGES TO CONTRACT TIME:

Twenty (20) working days are being added to the contract.

SOURCE OF FUNDS:

Airport Capital Fund 416-6501-56173.

REASONS FOR CHANGES:

The design of the new chiller equipment for Fire Station No. 2 anticipated utilizing the existing cooling tower and associated equipment. However, after installation of the new chiller, it was discovered that the existing condenser water pump originally installed with Fire Station No. 2 is a lower capacity rated pump, at 111 gpm; a higher rated pump of 156 gpm is required to facilitate the new higher efficiency rated chiller that has been installed at Fire Station No. 2. This was an unforeseen equipment replacement not originally identified as part of the scope of the project.


CP 14-17 Fire Station No. 2 Chiller Replacement
 Contract Change Order No. 2
 June 1, 2016
 Page 2

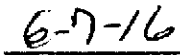
SUMMARY OF COSTS:

| | | | |
|---------------------------|--------------|----------------------|----------------------|
| Original Contract Amount: | \$157,500.00 | Original Completion | TBD |
| This Change Order: | \$25,259.92 | Days Added | 20 |
| Previous Change Order(s): | \$21,334.30 | Previous Days Added: | 45 0 (SL) |
| Revised Contract Amount: | \$204,094.22 | Revised Completion | TBD |

I have received a copy of this Change Order and the above AGREED PRICES are acceptable to Contractor

CCS Contractors



 Signature


 Date

JAMES S. CARTER, President
 Printed Name and Title

City of Palm Springs

Recommended By:



 Assistant City Manager/City Engineer

 Date

Approved By:

 David H. Ready, City Manager

 Date

Attest By:

 James Thompson, City Clerk

 Date

Distribution:
Original Conformed Copy:

Contractor (1)
 City Clerk (1)

Conformed - File Copy:

Engineering Pay File (1)
 City Project File (1)
 Purchasing (1)
 Finance (1)

ATTACHMENT 1



CCS Contractors, Inc.
 MECHANICAL ENGINEERING GENERAL
Serving Southern California Since 1980

CARTER CONTRACTORS DIV
 5125 CANYON CRIST DRIVE
 SUITE NO 74361
 RIVERSIDE, CA 92507-6591
 TEL. NO 951 815-0628

05/23/2016

Mr. Mike Lytar, P.E.
 Senior Public Works Inspector
 Department of Public Works and Engineering
 City of Palm Springs
 3200 E. Tahquitz Canyon Way
 Palm Springs, Ca. 92262

SUBJECT: COR- Change order Request No. 2

Chiller Replacement Project No.14-17.

REFERENCE: Fire Station No.2 located at

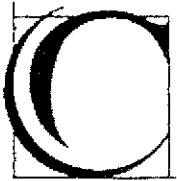
300 N. El Cielo Road, City of Palm Springs

CLARIFICATION: Provide new condenser water pump and appurtenances per contents of letter of 05/18/2016 referencing start up report results and response from Mechanical Engineer's directive.

Dear Sir;

Attached description and items are for your information as follows;

- | | | |
|---|-------------------------|--------------|
| • Benel Mechanical sub., Exhibit 'A' | \$ 10,944.00 x 1.05 mu. | \$ 11,491.20 |
| • CCS Contractors Inc. | | |
| In house for remove and replace with electrical extension for new 5 hp pump motor installation, 3 hrs @ \$ 71.90 = 215.70x 1.15mu . | | |
| | | \$ 248.05 |
| • Misc. electrical whip/wire, \$ 52.00x 1.09tax , x 1.15 mu. | | \$ 65.18 |
| • Remove and replace existing cooling tower spray nozzles (12), per Exhibit 'B' at \$ 100.00x 1.09tax, x 1.15 mu. | | \$ 125.35 |



CCS Contractors, Inc.

MECHANICAL ENGINEERING GENERAL

Serving Southern California Since 1976

CARTER CONTRACTORS DIV

6815 CANYON CREST DRIVE

SUITE NO 71351

RIVERSIDE, CA 92507-6301

TEL: NO. 951-815-0733

Page 2, cont.

| | |
|---|--------------|
| • Labor for above installation of nozzles, 2 hrs@ \$ 71.90 equals \$ 143.80 x 1.15 mu. | \$ 165.37 |
| • Perform start up procedures for existing cooling tower, 1 hr @ \$ 71.90x 1.15 mu. | \$ 71.90 |
| • Supervision for Benel Mechanical subcontractor is for (5) days at 40 hrs x \$ 71.90 equals \$ 2,876.00 x 1.15 mu. | \$ 3,307.40 |
| • Truck expense @ (5) five days at \$ 45/day equals \$ 225.00 x 1.15 mu. | \$ 258.75 |
| • Porta-Potty 1-week expense pro-rated at \$ 66.99 x 1.15 mu. per Exhibit 'C', | \$ 77.03 |
| • Extended chiller rental per your email comments, prior date began as date of May 21 st to forecasted date of June 13, Approx. 24 days@ \$ 300.00/day nte \$ 7,200.00 x 1.15mu. (need to verify exact amount of days for cor deduct or as applicable.) | \$ 8,280.00 |
| • Re: 05/17, 1st start up attempt, found tower pump not performing. "Unapplied" time to call out electrician to re-establish power and phasing to initiate temp chiller use again. From Hemet, 3hrs.@ \$ 97.00/hrs. equals \$ 291.00 x 1.05mu. (Includes travel expense.) | \$ 305.55 |
| • Re: 05/17, " Unapplied" time for coordination to... Change over manual valves, bleed lines, check nozzles, verify flow, and amperage and utilize phasing meter changes. CCS service tech, 3 hrs@ \$ 71.90 equals \$ 215.70 x 1.15 mu. | \$ 248.05 |
| • Subtotal for above..... | \$ 24,643.83 |
| • Bonds for subtotal is 2.5 %..... | \$ 616.09 |
| • All total request..... | \$ 25,259.92 |

Thank you,

James S. Carter, President

EXHIBIT 'A'

Benel Mechanical, Inc.
California Contractors License #479123

25003 E. 5th Street
San Bernardino, CA 92410

Phone 909-888-6626
Fax 909-889-2573

May 23, 2016

CCS Contractors, Inc.
2493 Marsha Court
Riverside, Ca. 92506

Re: City of Palm Springs Fire Station HVAC Chiller Replacement

The following is our proposal to remove the existing Condenser Water Pump and replace it with a new Bell & Gossett 2.5 AC Series e-1531 Close Coupled Centrifugal Pump with 5 H.P., 208 230/460 Volt, 3 Phase, 60 Cycle, 1800 RPM Baldor TEFC Nema Premium Efficient Motor capable of 156 GPM @ 46' TDH per the response to the RFI dated May 18, 2016. Also included is a Suction Diffuser as required by the response to the RFI and new Butterfly Valves, Silent Check Valve and Flexible Connectors. Please note that the Suction Diffuser has a removable strainer basket therefore no new Wye Strainer is required.

| | |
|--|-------------------|
| Material (see attached list) | \$4,402.40 |
| Sales Tax | \$ 352.19 |
| Pipefitter Labor 56 hrs. @ \$85.00 per hr. (see attached list) | <u>\$4,760.00</u> |
| | \$9,514.59 |
| 15% Overhead & Profit | <u>\$1,426.41</u> |
| Total This Change | \$10,944.00 |

Sincerely,
Jay E. Benjamin, President
BENEL MECHANICAL, INC.

EXHIBIT A²

Material List

| | | | |
|--|------|----------------|----------------|
| Bell & Gossett 2.5 AC Series e-1531 Pump | 1 @ | \$2,280.00 ea. | \$2,580.00 |
| Bell & Gossett DD3X Suction Diffuser | 1 @ | \$422.00 ea. | \$422.00 |
| 3" Metra Flex Pump Flex Connectors | 2 @ | \$115.00 ea. | \$230.00 |
| 3" Silent Check Valve | 1 @ | \$388.00 ea. | \$388.00 |
| 3" Butterfly Valve | 2 @ | \$133.00 ea. | \$266.00 |
| 1/2" Ball Valve | 1 @ | \$18.00 ea. | \$18.00 |
| 3" Black Sch. 40 Steel Pipe | 7' @ | \$4.65 ft. | \$32.55 |
| 3" Standard Weight Weld 90 | 3 @ | \$10.33 ea. | \$30.99 |
| 3" Standard Weight Weld 45 | 2 @ | \$12.17 ea. | \$24.34 |
| 3 x 2 1/2" Standard Weight Weld Reducer | 1 @ | \$22.43 ea. | \$22.43 |
| 3" 150# Weld Neck Flange | 7 @ | \$17.02 ea. | \$119.14 |
| 2 1/2" 150# Weld Neck Flange | 1 @ | \$15.96 ea. | \$15.96 |
| Thread-o-let | 3 @ | \$6.00 ea. | \$18.00 |
| 1/2" x 1/4" Hex Bushing | 2 @ | \$.87 ea. | \$1.74 |
| 3" Nut, Bolt & Gasket Set | 10 @ | \$10.00 ea. | \$100.00 |
| 2 1/2" Nut Bolt & Gasket Set | 1 @ | \$10.00 ea. | \$10.00 |
| 1/4" Hose Adapter & Cap | 1 @ | \$3.75 ea. | \$3.75 |
| 1/4" x 2" Black Nipple | 1 @ | \$.96 ea. | \$.96 |
| 1/4" x 4" Black Nipple | 2 @ | \$.77 ea. | \$1.54 |
| Pipe Supports | 2 @ | \$15.00 ea. | \$30.00 |
| Pump Anchors | 4 @ | \$3.00 ea. | \$12.00 |
| Pump Pad Materials | 1 @ | \$25.00 ea. | \$25.00 |
| Gas & Rod | 1 @ | \$50.00 | <u>\$50.00</u> |
| Total Material | | | \$4402.40 |

Labor

| | | | |
|-----------------------------|------|---------------|-----------------|
| Demo Existing Pump & Piping | 1 @ | 3 hrs. ea. | 3 hrs. |
| Set Pump & install Pump Pad | 1 @ | 4 hrs. ea. | 4 hrs. |
| Suction Diffuser | 1 @ | 1.68 hrs. ea. | 1.68 hrs. |
| 3" Flex Connectors | 2 @ | 1.08 hrs. ea. | 2.16 hrs. |
| 3" Silent Check Valve | 1 @ | 1.44 hrs. ea. | 1.44 hrs. |
| 3" Butterfly Valve | 2 @ | 1.13 hrs. ea. | 2.26 hrs. |
| 1/2" Ball Valve | 1 @ | .55 hrs. ea. | .55 hrs. |
| 3" Sch. 40 Steel Pipe | 7' @ | .26 hrs. ea. | 1.82 hrs. |
| 3" Weld 90 | 3 @ | 2.88 hrs. ea. | 8.64 hrs. |
| 3" Weld 45 | 2 @ | 2.85 hrs. ea. | 5.70 hrs. |
| 3 x 2 1/2" Weld Reducer | 1 @ | 2.52 hrs. ea. | 2.52 hrs. |
| 3" 150# Weld Flange | 7 @ | 2.09 hrs. ea. | 14.63 hrs. |
| 2 1/2" 150# Weld Flange | 1 @ | 1.97 hrs. ea. | 1.97 hrs. |
| Thread-o-let | 3 @ | 1.21 hrs. ea. | 3.63 hrs. |
| Pipe Supports | 2 @ | 1.0 hrs. ea. | <u>2.0 hrs.</u> |
| Total Man Hours | | | 56 hrs. |



AIR TREATMENT CORPORATION

EXHIBIT 'B' PROPOSAL

To: CCS CONTRACTORS
 Attention: JIM CARTER
 Model#: VTO-052J
 Serial#: U025523701

Date: May 23, 2016
 Quotation # Q160405484

We are pleased to offer the following Baltimore Aircoil Company replacement parts quotation for your consideration:

PRICING

| ITEM | QTY | PART # | Item Description | Unit Price | Extended Price | Lead Time |
|------|-----|--------|---|------------|----------------|-------------|
| A | 1 | RK0147 | Spray Nozzles (Incl. Grommets, PK of 12EA, Unit takes 12EA) | 100.00 | 100.00 | STOCK, BREA |

Please Note:

- Freight is FOB Factory (Bestway, Freight included)
- Taxes are NOT included in this proposal.
- Price is valid 30 days from date on proposal.
- See attached page for remainder of quotation terms and conditions.
- We accept VISA, MasterCard, American Express, Discover, PayPal, & E-Check.

Please make your Purchase Orders out to our Corporate Address at:
Air Treatment Corporation
 640 N. Puente Street
 Brea, CA 92821

Thank you for the opportunity to offer the replacement part items listed above.
 We look forward to working with you on this order. If you should require additional information, please contact us.

Best Regards,
George Baserga
parts@airtreatment.com



HEADQUARTERS
 807 E. MISSION ROAD
 SAN MARCOS, CA 92069
 TEL: 760 - 744 - 7191
 FAX: 760 - 744 - 7184
 www.diamondprovides.com
 Environmental Services LP
 Solid Waste Services Inc.
 Power Services Inc. C 10 CSLB#908341

INVOICE # 0000667369
 INV DATE 4/5/2016
 ACCOUNT# 054272
 DUE DATE 4/15/2016

EJHUBIT
"C"

BILL TO:

CCS CONTRACTOR INC.
 5225 CANYON CREST DR STE 71-216
 RIVERSIDE, CA 92507-6321

CHECK #:



C/C INFO. ON BACK



PAY ONLINE AT www.diamondprovides.com/Pay.html
 RETURN TOP PORTION WITH PAYMENT PAYABLE TO:
 DIAMOND ENVIRONMENTAL SERVICES LP

SERVICE ADDRESS:

900 S EL CIELO RD | PALM SPRINGS, CA 92264

Customer agrees to pay Diamond Environmental Services' legal fees attorney's fees, costs (including expert witness costs) and expenses of litigation in the event there is any litigation filed to enforce the terms or conditions of this agreement, including any litigation as a result of Customer's nonpayment under any agreement with Diamond

| FROM | TO | QNTY. | DESCRIPTION | LABOR / SERVICE | RENTAL | AGENCY / ENERGY | TAX | TOTAL EXTENDED PRICE |
|---|---------|-------|--|-----------------|--------|-----------------|------|----------------------|
| Site 0001 - FIRESTATION #2 900 S EL CIELO RD | | | | | | | | |
| 4/5/16 | 4/10/16 | 1 | PREMIER RESTROOM - WEEKLY | 18.21 | 2.14 | 3.68 | 0.19 | 22.22 |
| 4/5/16 | 4/10/16 | 1 | CONTAINMENT PAN | 0.86 | 0.21 | 0.08 | 0.02 | 1.17 |
| 4/5/16 | | 1 | DELIVERY / REMOVAL DELIVERY + DAY PRORATION | 40.00 | | | 3.60 | 43.60 |
| DIAMOND FENCE: Temporary 6' and 8' Panels and Chainlink WE WALK JOBS TO CONFIRM YOUR REQUEST | | | | | | | | |

PORTABLE RESTROOM SERVICE/PUMPING LABOR PROVIDED AT THE OPTION OF THE LESSEE

| | | | | |
|--|---|---|--------------------------------------|-----------------------|
| <p>807 E. MISSION ROAD SAN MARCOS, CA 92069 TEL: 760 - 744 - 7191 FAX: 760 - 744 - 7184 www.diamondprovides.com Restrooms - Fencing - Dumpsters - Power</p> | <p>For billing questions please email us at billpay@diamondprovides.com</p> <p>TERMS: Net 10 days 1.38% Late charge due on balances outstanding more than 30 days from date of statement. (18% Per Annum)</p> | <p>INVOICE # 0000667369</p> | <p>CURRENT INVOICE TOTAL </p> | <p>\$66.99</p> |
| | <p>24</p> | | | |



**CITY OF PALM SPRINGS
CONTRACT CHANGE ORDER**

To: CCS Contractors, Inc.
5225 Canyon Crest Drive
Suite 71-261
Riverside, CA 92507-6301

Date: July 6, 2016
Project No: 14-17
Project: Fire Station 2 Chiller Replacement

Change Order No. 03
Purchase Order 16-0571
Account 416-6501-56173

Attn: James S. Carter

CHANGES IN WORK/COST:

This Contract Change Order No. 3 is a balancing change order that has been itemized and deducted from the total lump sum amount on CCO No. 2. The attached "Exhibit A" shows the breakdown of the items below. Item Exhibit B-1 is a new item that was discussed in the pre-construction meeting.

NEW ITEMS

| Item | Description | Price | Quantity | Total |
|-----------------------------|--------------------------------|--|----------|----------------------|
| CO2-1 | Supervision for Sub Contractor | \$71.90 Per Hr. w/ allowable 15% MU | -16 | (\$1,322.96) |
| CO2-2 | Truck Expense | \$45.00 Per Day w/allowable 15% MU | -2 | (\$103.50) |
| CO2-3 | Extended Chiller Rental | \$300.00 Per Day w/allowable 15% MU | -8 | (\$2,760.00) |
| New Item F | Extra Transporting of Chiller | Agreed Lump sum | 1 | \$1,564.00 |
| Change Order Amount: | | | | (\$2,622.46.) |

CHANGE ORDER TOTAL (\$2,622.46)

CHANGES TO CONTRACT TIME:

No time will be added to the Contract per this Change Order.

SOURCE OF FUNDS:

A Credit of \$2,622.46 will be issued to the Airport Capital Fund Account # 416-6501-56173.

REASONS FOR CHANGES:

Change Order No. 2 represented additional components, materials, equipment and man-hours outside the scope of the original project that were needed to complete the chiller installation. The deductions are shown in Exhibit A (attached). Item CO2-1 is a deduction in supervision hours, a total of 40 hours were estimated, only 24 hours were needed to complete the work leaving a 16-hour credit. Item CO2-2 is a deduction in the daily use of the utility truck, which was scheduled for 5 days, however only used for 3. Item CO2-3 is the deduction in days for the extended use of the rental chiller. The estimated time of use was 24 days of which 16 were used. Item "F", (Exhibit B Attached). Initially when the new chiller was delivered, it was to be dropped off at PSFD Station II for prompt placement. However, due to unforeseen issues with the main Muni-Chiller Plant removing the old chiller from Station II was not recommended. The chiller was delivered to a location on the Airport and would have to be moved a second time when the work could proceed. The amount of \$1,564.00 compensates the contractor for the additional equipment and hours used to move the chiller to Station II.

SUMMARY OF COSTS:

| | | | |
|---------------------------|--------------|----------------------|----------|
| Original Contract Amount: | \$157,500.00 | Original Completion | 05/19/16 |
| This Change Order: | (\$2,622.46) | Days Added | 0 |
| Previous Change Order(s): | \$46,594.22 | Previous Days Added: | 20 |
| Revised Contract Amount: | \$201,471.76 | Revised Completion | 06/17/16 |



CCS Contractors, Inc.
 MECHANICAL | ENGINEERING | GENERAL
Serving Southern California Since 1980

CARTER CONTRACTORS DIV
 5125 CANYON CREST DRIVE
 SUITE NO. 71-261
 RIVERSIDE, CA. 92507-6301
 TELE. NO. 951-836-0498

EXHIBIT "A"

05/23/2016

Mr. Mike Lytar, P.E.
 Senior Public Works Inspector
 Department of Public Works and Engineering
 City of Palm Springs
 3200 E. Tahquitz Canyon Way
 Palm Springs, Ca. 92262

SUBJECT: COR- Change order Request No. 2

Chiller Replacement Project No.14-17.

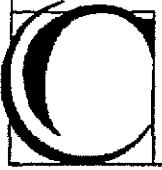
REFERENCE: Fire Station No.2 located at
 300 N. El Cielo Road, City of Palm Springs

CLARIFICATION: Provide new condenser water pump and appurtenances per contents of letter of 05/18/2016 referencing start up report results and response from Mechanical Engineer's directive.

Dear Sir;

Attached description and items are for your information as follows;

- Benel Mechanical sub., Exhibit 'A' \$ 10,944.00 x 1.05 mu. \$ 11,491.20
- CCS Contractors Inc.
 In house for remove and replace with electrical extension for new
 5 hp pump motor installation, 3 hrs @ \$ 71.90 = 215.70x 1.15mu. \$ 248.05
- Misc. electrical whip/wire, \$ 52.00x 1.09tax , x 1.15 mu. \$ 65.18
- Remove and replace existing cooling tower spray nozzles (12),
 per Exhibit 'B' at \$ 100.00x 1.09tax, x 1.15 mu. \$ 125.35

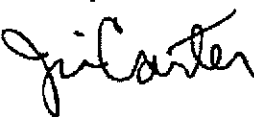


CCS Contractors, Inc.
 MECHANICAL | ENGINEERING | GENERAL
 Serving Southern California Since 1980

CARTER CONTRACTORS DIV.
 5225 CANTON CREST DRIVE
 SUITE NO. 71-261
 RIVERSIDE, CA. 92507-6311
 TELE. NO. 951-836-0698

Page 2, cont.

| | | | |
|-------|--|-------------------------|---|
| | • Labor for above installation of nozzles, 2 hrs@ \$ 71.90 equals \$ 143.80 x 1.15 mu. | \$ 165.37 | |
| | • Perform start up procedures for existing cooling tower, 1 hr @ \$ 71.90x 1.15 mu. | \$ 71.90 | |
| A-1 → | • Supervision for Banel Mechanical subcontractor is for (5) days at 40 hrs x \$ 71.90 equals \$ 2,876.00 x 1.15 mu. <i>3 DAYS 2 PHAS: 1725.60 x 1.15 = 1984.44</i> | | <i>1984.44 CCO-3 -2,876.00 -1322.96</i> |
| A-2 → | • Truck expense @ (5) five days at \$ 45/day equals \$ 225.00 x 1.15 mu. <i>3 DAYS 135.00 x 1.15 = 155.25</i> | | <i>155.25 CCO-3 -288.75 -103.50</i> |
| | • Porta-Potty 1-week expense pro-rated at \$ 66.99 x 1.15 mu. per Exhibit 'C', | \$ 77.03 | |
| A-3 → | • Extended chiller rental per your email comments, prior date began as date of May 21 st to forecasted date of June 18, 05 = 16 <i>24</i> DAYS. Approx. 24 days@ \$ 300.00/day nte \$ 7,200.00 x 1.15mu. X 300 x 1.15 (need to verify exact amount of days for cor deduct or as applicable.) | | <i>5520 - CCO-3 -8,288.00 -2760.00</i> |
| | • Re: 05/17, 1st start up attempt, found tower pump not performing. "Unapplied" time to call out electrician to re-establish power and phasing to initiate temp chiller use again. From Hemet, 3hrs. @ \$ 97.00/hrs. equals \$ 291.00 x 1.08mu. (Includes travel expense.) | \$ 305.56 | <i>CCO-3 TOTAL -4186.46</i> |
| | • Re: 05/17, "Unapplied" time for coordination to... Change over manual valves, bleed lines, check nozzles, verify flow, and amperage and utilize phasing meter changes. CCS service tech, 3 hrs@ \$ 71.90 equals \$ 215.70 x 1.15 mu. | \$ 248.05 | |
| | • Subtotal for above..... | \$ 24,643.83 | <i>20,457.37</i> |
| | • Bonds for subtotal is 2.6 %..... | \$ 616.00 | <i>511.43</i> |
| | • All total request..... | \$ 25,259.82 | <i>20,968.80</i> |

Thank you,

 James S. Carter, President

Attachment 2

Recording Requested By:

City of Palm Springs

When Recorded Mail To:

Name James Thompson, City Clerk
Street Address 3200 E. Tahquitz Canyon Way
City & State Palm Springs, CA 92262

SPACE ABOVE THIS LINE FOR RECORDERS USE

NOTICE OF COMPLETION

(CA Civil Code §§ 8180-8190, 8100-8118, 9200-9208)

NOTICE IS HEREBY GIVEN THAT:

- The undersigned is an owner of an interest of estate in the hereinafter described real property, the nature of which interest or estate is:
Fee _____ (e.g. fee, leasehold, joint tenancy, etc.)
- The full name and address of the undersigned owner or reputed owner and of all co-owners or reputed co-owners are:

| Name | Street and No. | City | State |
|----------------------|-----------------------------|--------------|-------|
| City of Palm Springs | 3200 E. Tahquitz Canyon Way | Palm Springs | CA |
- The name and address of the direct contractor for the work of improvement as a whole is:
CCS Contractors Inc., 5225 Canyon Crest Drive, Suite 71-261, Riverside, CA 92507-6301
- This notice is given for (check one):
 Completion of the work of improvement as a whole.
 Completion of a contract for a particular portion of the work of improvement (per CA Civ. Code § 8186).
- If this notice is given only of completion of a contract for a particular portion of the work of improvement (as provided in CA Civ. Code § 8186), the name and address of the direct contractor under that contract is:
Not Applicable.
- The name and address of the construction lender, if any, is:
Not Applicable.
- On the 17th day of June, 2016, there was completed upon the herein described property a work of improvement as a whole (or a particular portion of the work of improvement as provided in CA Civ. Code § 8186) a general description of the work provided:
Chiller Replacement at Palm Springs Fire Department Station No. 2, City Project No. 14-17
- The real property herein referred to is situated in the City of Palm Springs, County of Riverside State of California, and is described as follows:
APN: 677-270-025
- The street address of said property is:
300 N. El Cielo, City of Palm Springs, CA 92262
- If this Notice of Completion is signed by the owner's successor in interest, the name and address of the successor's transferor is:
Not applicable

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____ By: _____

Signature of Owner or Owner's Authorized Agent - Assistant City Manager/City Engineer for City of Palm Springs

Marcus Fuller

Print Name

VERIFICATION

I, Marcus Fuller, state: I am the Assistant City Manager/City Engineer ("Owner", "President", "Authorized Agent", "Partner", etc.) of the Owner identified in the foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

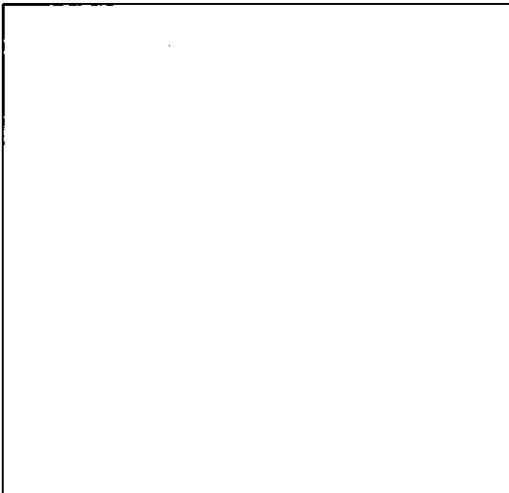
I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____, _____ (date), at Palm Springs (City), CA (State).

Signature of Owner or Owner's Authorized Agent

-
-
-

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.



STATE OF CALIFORNIA
COUNTY OF _____

On _____, _____ (date), before me, _____, Notary Public (name and title of officer) personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PURJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.