



Upper Gwynedd Township

1 Parkside Place
North Wales, PA 19454

BOARD OF COMMISSIONERS ACTION ITEM REQUEST

Date: May 1, 2024

To: Board of Commissioners

From: Sandra Brookley Zadell, Township Manager

Re: Change order #1 – Schipsi Electric

Meeting Date: Decision Item May 6th

Background: Work is nearly complete on our building renovation part one! As you know we did a change order in March to upgrade our internal doors locking systems to increase the security internal to the building. The info on that change order is below.

The first is to upgrade the doors that go from the Atrium outside the meeting room to the PD Lobby and Admin Lobby. These doors need to be secured with a locking system to fully secure our facility. The cost of the new apparatus for the door is \$12,038.13.

In addition to the general contractor's scope there is electrical work associated with this change. A good amount of that additional work can be covered by the original construction allowance. There will need to be a change order of \$4,762.97 to fully complete this project and allow for future connection of additional internal doors with card fobs.

We don't expect any other additional change orders on the project, as it is nearly completed.

Budget Impact:

These two items make up a change order of \$4,762.97. This additional funding can be pulled from the Capital Reserve fund to pay for the changes.

Interdepartmental Action: The Township Manager will continue to manage this project with our professional team.

Recommended Motion/Resolution/Ordinance: Motion to approve change order #1 for Schipsi Electric in the amount of \$4,792.97.



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Change Order

PROJECT: *(Name and address)*
Upper Gwynedd Township
Municipal Building Renovations
1 Parkside Place
North Wales, PA 19454

CONTRACT INFORMATION:
Contract For: Electrical Construction

CHANGE ORDER INFORMATION:
Change Order Number: EC-CO 01

Date: 10/30/2023

Date: 04/30/2024

OWNER: *(Name and address)*
Upper Gwynedd Township
1 Parkside Place
North Wales, PA 19454

ARCHITECT: *(Name and address)*
Kelly, Clough, Bucher and Assoc., Inc.
8 East Broad Street
Hatfield, PA 19440

CONTRACTOR: *(Name and address)*
Schipsi Electric, LLC
580 Lancaster Ave. Unit 120
Malvern, PA 19355

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

EC-COR 03: Add card readers at (2) doors per ASI 02 \$4,762.97

The above listed change order proposal is attached for reference. The remaining portion of EC-COR 04 will be included in Allowance Adjustment EC-AA 01.

The original Contract Sum was	\$	99,729.98
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	99,729.98
The Contract Sum will be increased by this Change Order in the amount of	\$	4,762.97
The new Contract Sum including this Change Order will be	\$	104,492.95

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be March 11, 2024.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Kelly, Clough, Bucher & Assoc, Inc.
ARCHITECT *(Firm name)*

Schipsi Electric, LLC
CONTRACTOR *(Firm name)*

Upper Gwynedd Township
OWNER *(Firm name)*

SIGNATURE

Stacy L. Thomas, Project Manager
PRINTED NAME AND TITLE

SIGNATURE

David Schipsi, Owner
PRINTED NAME AND TITLE

SIGNATURE

Sandra Zadell, Township Manager
PRINTED NAME AND TITLE

DATE

DATE

DATE

Schipsi Electric

Commercial Services



580 Lancaster Ave., Suite 120 Malvern, PA 19355

Phone: (610) 996-9622

www.schipsielectric.com

4/10/2024

Work Ticket #03

*To: KCBA Architects
8 East Broad St.
Hatfield, PA 19440*

Attn.: Stacey Thomas

*Re: Schipsi Job No.: C23-027
- Work Ticket #03 - Add new Mag locks and new Door Controller*

We propose to complete the following:

- *Provide:*
- *2 Card Readers*
- *2 Request to Exit Sensors*
- *4 Door Contacts*
- *1 Intelligent Door Controller*
- *Genetec reader licensing*
- *Necessary cabling*

Reference attached ISS proposal for package information.

Total Amount for Work Listed Above:

\$13,178.50

Sincerely,

*Matt Roth,
Project Manager, Schipsi Electric*



580 Lancaster Ave., Unit 120
Malvern, PA 19355
Phone: (610) 996-9622

Work Ticket #03

Customer Name: KCBA Architects
Customer Address: 8 East Broad St
Hatfield PA 19440
Requested by: Sandra

Date: 4/10/2024
Job Name: UGTB
Job #: C23-027
Job Address: 1 Parkside Pl
North Wales, PA 19454

Scope of Work
Provide (02) Card Readers, Provide (02) Request to Exit Sensors, Provide (04) Door Contacts, Provide (01) Intelligent Controller
Provide and install Genetec reader licensing, Programing and Configuration, Necessary cabling

Quantity	Labor Type	Rate	Amount
40	Electrician	\$175.90	\$7,036.00
Labor Total:			\$7,036.00

Material		
Quantity	Material Description	Material Cost
	Package from ISS	\$5,546.10
	Misc Material	\$596.40
Material Cost Total:		\$6,142.50

General Expenses		
Item	Description	Gen. Expense Cost
Delivery/Pickup/ Park/Equip:		
Other (define):		
General Expenses Total:		\$0.00

Work Ticket Total:	\$13,178.50
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I hereby authorize and accept the work as described above.

Authorized Signature: _____
Authorized by (Print): _____
Date work approved: _____



Change Order # Schipsi-01

Issued: April 5, 2024

Customer: Matt Roth

Site Address: Upper Gwynedd Township Building

Integrated Security Systems. will provide labor and materials to complete the following additional work.

- Provide (02) Card Readers
- Provide (02) Request to Exit Sensors
- Provide (04) Door Contacts
- Provide (01) Intelligent Door Controller
- Provide and install Genetec reader licensing
- Provide Labor to complete programming and configuration.

Pricing:\$ 6,455.66
Credit for mag lock, push to exit, and spacer (\$ 1,173.66)
Total change order\$ 5,282.00

Approval By: _____ Date: _____



KCBA Architects
8 East Broad Street
Hatfield, PA 19440-2401
t 215.368.5806
f 215.368.3580
www.kcba-architects.com

Architects

Supplemental Instructions

PROJECT:	Upper Gwynedd Township – Municipal Building Renovations		
Architects Project No:	2591.00	A.S.I. Number:	02
To:	Prime Contractors	Date of Issuance:	03/06/2024
CC:	Owner	Issued By:	Architect
		Revised:	

The work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents. Proceeding with the Work in accordance with these instructions indicates your acknowledgment that there will be no change in the Contract Sum or Contract Time. Or, if the Contractor believes that the work described shall result in an adjustment to the Contract sum or Contact Time, the Contractor shall issue a fully itemized proposal within 10 working days. Failure to issue a proposal or written notification to the Architect within the appropriate time shall indicate the Contractor's acknowledgment that there will be no change in the Contract Sum or Contact Time.

DESCRIPTION: ADDITIONAL CARD READERS AND ASSOCIATED INFRASTRUCTURE

Refer to attached sketch CSK-E01 for the addition of card readers and associated infrastructure requested by the Township at (2) pairs of doors in Main Lobby 300.

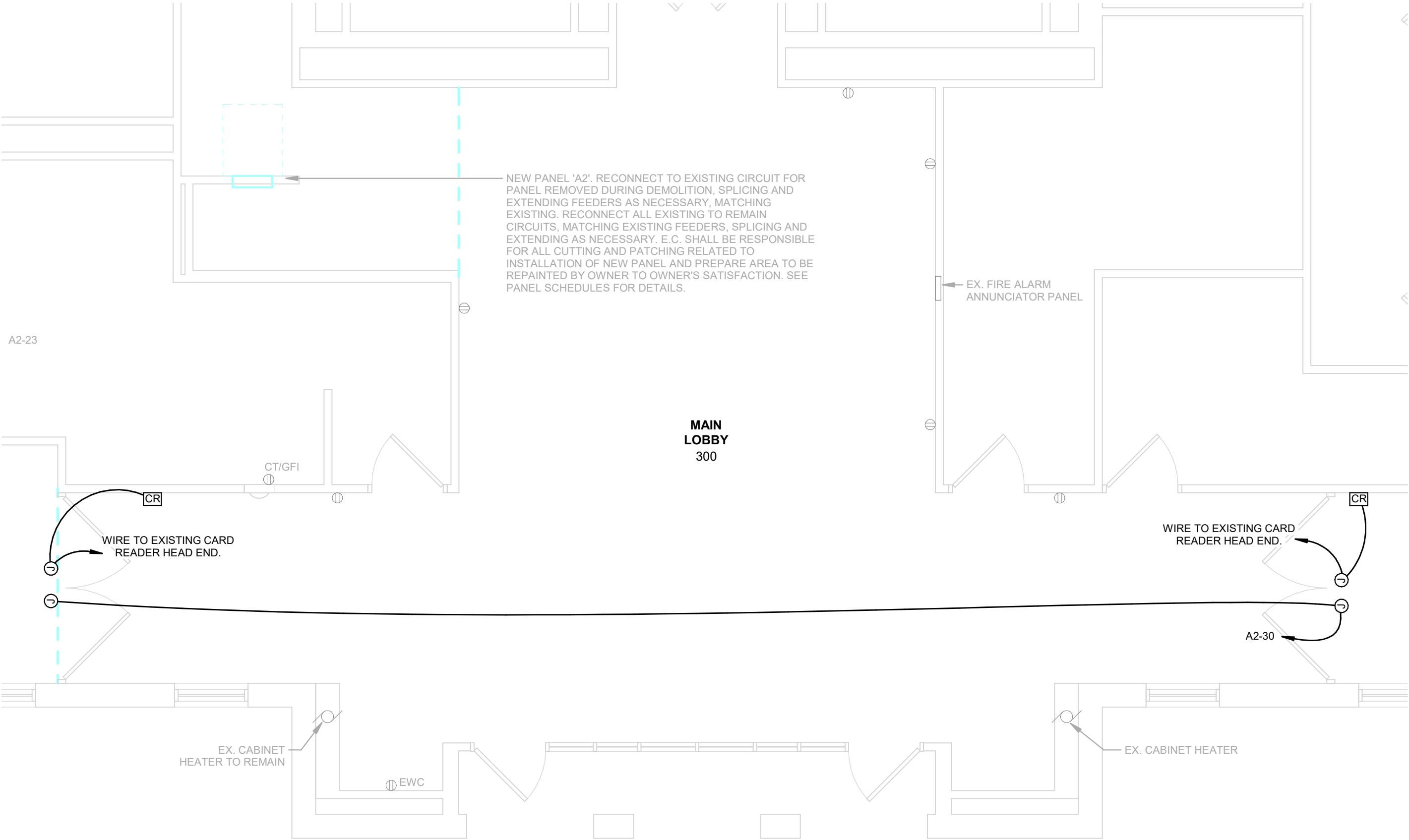
GC to provide the following hardware at each pair of doors. GC field verify existing conditions to confirm compatibility of hardware with existing door assemblies.

- Surf. Vert. Rod Exit 9827L x E996L-07 x US4
- Surf. Vert. Rod Exit Only 9827-EO x US4
- Wire Harness Con-12
- Wire Harness Con-192P
- Power Supply PS-902
- Cylinder Housing 20-079 x US4
- Mk'd Cores 20-740 x 606
- External Power Door Loop TSB-C

EC shall be responsible for scope of work indicated in the attached CSK-E01 and integration of electrified hardware components with required power infrastructure. Card reader equipment to match existing and integrate with existing building wide access control system. EC coordinate with Township to confirm details of existing access control system.

GC and EC shall coordinate door hardware, access control and other infrastructure requirements to ensure fully operational door assemblies.

ATTACHMENTS: CSK-E01, dated March 5, 2024



1 PARTIAL FIRST FLOOR POWER PLANS - CSK - E01
1/4" = 1'-0"

MUNICIPAL BUILDING
RENOVATIONS
UPPER GWYNNED
TOWNSHIP
MONTGOMERY COUNTY, PA

SHEET TITLE:
ADDITIONAL CARD
READERS

DATE: 03.05.2024

SCALE: 1/4" = 1'-0"

DRAWN BY: CT

PROJECT NO:

SHEET NUMBER:

CSK - E01