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# MEMO

APPROVED  
05/17/2021



DATE: May 12, 2021  
FROM: Matney M. Ellis  
Procurement Director  
TO: Board of County Commissioners  
SUBJECT: Change Order 8 – Builders Supply, Inc.

A handwritten signature in black ink, appearing to read "Matney M. Ellis", with a long horizontal flourish extending to the right.

We respectfully request the Board of County Commissioners approve Change Order 8 to the bid award for Builders Supply, Inc. for the Tulsa County “HQ” Administration Building Renovations bid package 08A (Hollow Metal Doors and Frames), which was approved in the Board of County Commission meeting, March 11, 2019, CMF# 247245.

This change order is for preparation of existing hollow metal frames for new hardware as further described in the attached. The contract time is unaffected by this change order. The contract sum will be increased by this change order in the amount of \$2,600.00 which is within the allowable amount for change orders for this project as per Okla. Stat. tit. 61. The revised total contract sum is \$65,815.00.

MME / mlb

SUBMITTED FOR: The May 17, 2021 BOCC meeting agenda.

CMF# 20210961



APPROVED
05/17/2021

Tulsa County Purchasing
Change Order Form

IMPORTANT NOTE: The Work described herein is NOT authorized until this Change Order is completed and signed by all entities listed below. Do NOT proceed with Work until the Change Order is completed and signed by each party. This form is required and shall be prepared by the Contractor. All costs must be broken down.

Change Order #: HEADQ-081113-008

Change Order Date: 05/06/2021

Project (Name and Address):

HQ Building Renovation
218 W 6th Street
Tulsa, Ok 74119

Original Contract Date: 03/11/2019

Contractor
(Name and Address)

Builders Supply Inc
8198 E 44th Street
Tulsa, OK 74147

Consultant/Architect (if applicable)
(Name and Address)

GH2 Architects
320 S Boston Ave
Tulsa, Ok 74103

Owner
(Name and Address)

Tulsa County Board of County Commissioners
500 South Denver Ave
Tulsa, Oklahoma 74103

Brief description of Change and Time Delay:

CP 184 Prep existing frames for new hardware

Table with 2 columns: Description and Amount. Rows include original contract sum (\$52,500.00), net change by previously authorized change orders (\$10,715.00), contract sum prior to this change order (\$63,215.00), increase by this change order (\$2,600.00), and new contract sum including this change order (\$65,815.00).

The Contract Time will be unchanged by \_\_\_\_\_ calendar days and therefore the date of Substantial Completion as of the date of this

Change Order is \_\_\_\_\_.

Not valid until signed by Contractor, Consultant/Architect (if applicable), and Owner.

APPROVALS:

Contractor

Matthew D. Bradshaw, Vice President
(Contractor Representative Printed Name)

Matthew D. Bradshaw
Digitally signed by Matthew D. Bradshaw
Date: 2021.05.06 11:13:49 -05'00'
(Contractor Representative Signature)

5/6/2021
(Date)

Consultant/Architect (if applicable)

(Consultant/Architect Printed Name)

Jim Henderson
Digitally signed by Jim Henderson
DN: C=US, E=jhenderson@gh2.com, O=GH2 Architects, CN=Jim Henderson
Date: 2021.05.07 13:18:27 -05'00'
(Consultant/Architect Signature)

(Date)

Owner Stan Sallee, Chairperson, Board of County Commissioners of the County of Tulsa

(Owner Printed Name)

Signature of Stan Sallee
(Owner Signature)

05/17/2021

(Date)



ATTEST:

Signature of County Clerk
(County Clerk)

APPROVED AS TO FORM: James G. Rea
Digitally signed by James G. Rea
Date: 2021.05.10 15:14:47 -05'00'
(Assistant District Attorney)

CMF# 20210961



# Tulsa County Purchasing

## Breakdown Sheet

If change order is \$10,000.00 or greater, subcontractor invoices MUST be included with breakdown of labor, materials, tax, overhead and profit.

(1) Materials	Unit	Unit Cost	Total
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
<b>Subtotal (1)</b>			<b>\$0.00</b>

(2) Labor	No. Of Hours	Hourly Cost	Total
see breakout below for CP 184	1	2600	2,600.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
<b>Subtotal (2)</b>			<b>\$2,600.00</b>

(3) Equipment	No. Of Hours	Hourly Cost	Total
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
<b>Subtotal (3)</b>			<b>\$0.00</b>

(4) Sub Contractors (List each Sub Contractor)	Total	
<b>Subtotal (4)</b>		<b>\$0.00</b>

Column 1	Column 2
Insurance Cost	Overhead Costs (15% Maximum of 1,2 & 3)
Bond Cost	Profit (10% Maximum of 1,2 & 3)
Social Security Taxes (FICA)	Overhead Costs & Profit (Total limited to 15% of 4)
Other Taxes	<b>Total of Column 2</b>
Worker's Compensation	
Employee Fringe Benefits	Total for this Page
<b>Total of Column 1</b>	(Subtotals 1 - 4, and Col. 1 & 2 Totals)
\$0.00	\$2,600.00



# Tulsa County Purchasing

## Explanation

Requested by:  Contractor  Consultant/Architect  Owner

Reason for Change: (check box) Detailed explanation required below.

- Unforeseen site condition.  Work not specified in Contract Documents, but essential to completion of the project.
- Scope change: Owner request.  Other: (Describe) New hardware requirements

Provide a detailed description of the proposed change in the Work and provide detailed reasons why this change is necessary.

### **DETAILED REASON FOR CHANGE IN THE WORK:**

CP 184 Prep existing frames to accept new hardware.

### **CONTRACT TIME REQUEST EXPLANATION:**

*(Describe how the time requested will extend the "critical path" of the project schedule and will not be concurrent with other work.)*

**CHANGE PROPOSAL**

PROJECT: Tulsa County HQ Building  
 TO: Tulsa County  
 ATTN: Tyler Wallace  
 FLINTCO'S PROPOSAL NO.

FLINTCO  
 JOB #: 18117.000  
 DATE: December 23, 2020

CP#	184	RFP
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DESCRIPTION: Frame Prep for new door hardware per RFI 087 and existing frames.

General Requirments	MATERIAL			LABOR			EQUIPMENT			Total
	Unit	Qty	Total	Unit	Qty	Total	Unit	Qty	Total	
			0.00			0.00			0.00	0.00
			0.00			0.00			0.00	0.00
			0.00			0.00			0.00	0.00
			0.00			0.00			0.00	0.00
<b>Subtotals</b>			<b>\$ -</b>			<b>\$ -</b>			<b>\$ -</b>	<b>\$ -</b>

**SUBCONTRACTS & PURCHASE CONTRACTS**

SUBCONTRACTOR/SUPPLIER	DESCRIPTIONS	SUB CHANGE	CODE
Builders Supply	Prep existing hollow metal frames for new hardware	\$ 2,600	
SUBTOTAL SUB BOND AMOUNT: incl above		-----	
SUBTOTAL SUB CHANGE AMOUNT:		----- \$ 2,600	
<b>TOTAL PROPOSED SUBCONTRACT/SUPPLIER WORK:</b>		<b>\$ 2,600</b>	

**PROPOSAL SUMMARY**

<b>Attachments:</b>	<b>COST SUMMARY</b>	TOTAL PROPOSED FLINTCO WORK:	\$ -	
		TOTAL PROPOSED SUBCONTRACT/SUPPLIER WORK:	\$ 2,600	
		<b>SUBTOTAL:</b>	<b>\$ 2,600</b>	
	<b>UTILIZATION OF ALLOWANCES</b>			<b>CODE</b>
		UTILIZATION BY OWNER/ARCHITECT/CM:		
		<b>TOTAL ADD / (DEDUCT) TO ALLOWANCE:</b>		
	<b>UTILIZATION OF CONTINGENCY</b>			<b>CODE</b>
		UTILIZATION BY OWNER CONTINGENCY		4500
		<b>TOTAL ADD / (DEDUCT) CONTINGENCY:</b>	<b>\$ (2,600)</b>	4501
	<b>CHANGE ORDER TO GMP</b>			<b>CODE</b>
		<i>COSTS TO BE INCL. BY CHANGE ORDER</i>		
			\$ -	
			\$ -	
		FEE @ 4.00%	\$ -	6500
		<b>TOTAL ADD / (DEDUCT) TO GMP:</b>	<b>\$ -</b>	9900
		<b>TOTAL COST OF THIS CHANGE:</b>	<b>\$ 2,600</b>	
		<b>TOTAL ADD / (DEDUCT) DAYS TO PROJECT SCHEDULE:</b>	<b>0</b>	

**ACCEPTANCE TO PROCEED & ISSUE CHANGE ORDER(S) TO TRADE CONTRACTOR(S):**

Jim Henderson  
 GH2 Architects  
 date

Digitally signed by Jim Henderson  
 DN: C=US, E=jhenderson@gh2.com,  
 O=GH2 Architects, CN=Jim Henderson  
 Date: 2021.05.03 13:48:00-05'07'

Tyler Myers  
 Flintco, LLC.  
 date

Digitally signed by Tyler Myers  
 DN: C=US, E=timyers@flintco.com,  
 O=Flintco, CN=Tyler Myers  
 Date: 2020.12.23 13:11:59-06'00'



REMIT TO:  
 P. O. BOX 471496-1496  
 Tulsa, OK 74147-1496  
 Tel: 918-628-1211 Fax: 918-627-3710

# Quote

Quote # : **443659**  
 Quote Date : **Dec 11, 2020**  
 Expiration Date : **Mar 11, 2021**

Customer:  
 Tulsa County HQ Administration Building Renovation  
 Board of County Commisioners - Tulsa County, c/o Flintco, LLC  
 T7241, mknowlton@flintco.com  
 Tulsa, Oklahoma 74119

Ship To:  
 Tulsa County HQ Administration Building  
 Renovation  
 218 W. 6th Street  
 Tulsa, Oklahoma 74119

Tel: 918-596-5085

Account Code : TULAHQ  
 Terms : Net 30 Days  
 Customer Job # :  
 Salesperson : Matt Bradshaw  
 Order Name : HMF Prep Work

Purchase Order # : HEADQ-081113  
 Shipped Via : Service Dept.

Doors 012 014 020 031A 032B 033A 033B 034C 040 041 202 203 302 303 402 403 502 503 602  
 603 702 703 802 803 902 903 - Prep HM Frame For ASA Strike (26 Total)  
 Extra to Contract Ordered by Tyler Myers 918-557-8815

<u>Qty</u>	<u>Product Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
26	Field Labor To Prep HM Frame For ASA Strike	100.00	2,600.00
	Pre-Tax Total	:	2,600.00
	NOOK - NO TAX-OKLAHOMA	:	0.00
	<b>Quote Total</b>	<b>:</b>	<b>2,600.00</b>

## Tyler Myers

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**From:** Mark Knowlton  
**Sent:** Tuesday, December 15, 2020 10:05 AM  
**To:** Tyler Myers  
**Cc:** Bill Gates  
**Subject:** FW: Door frames strike prep

This is the work we knew we would have to do. We have approval from PMg and client to pay builders for labor even though they are material only contract. Write a change order. Call it existing frame prep for new hardware.

Mark Knowlton  
Senior Project Manager // Flintco, LLC  
323 E Reconciliation Way, Tulsa, OK 74120  
Direct Phone (918)710-3275 // Cell (918)232-8631  
[www.flintco.com](http://www.flintco.com)



After 112 years.... **We've MOVED!**  
Please note our new address:

323 E. Reconciliation Way, Tulsa, OK 74120

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**From:** Matt Bradshaw <[mbradshaw01@netscape.net](mailto:mbradshaw01@netscape.net)>  
**Sent:** Monday, December 14, 2020 2:56 PM  
**To:** Tyler Myers <[tmyers@flintco.com](mailto:tmyers@flintco.com)>  
**Cc:** Bill Gates <[BGates@flintco.com](mailto:BGates@flintco.com)>; Mark Knowlton <[MKnowlton@flintco.com](mailto:MKnowlton@flintco.com)>  
**Subject:** Re: Door frames strike prep

Tyler,

The frames had the smaller unit lock strike prep which would not work with the new lockset strikes.

Matt Bradshaw  
Builders Supply Inc.  
8198 E. 44th Street  
Tulsa, OK 74145  
918-628-1211

-----Original Message-----

**From:** Tyler Myers <[tmyers@flintco.com](mailto:tmyers@flintco.com)>  
**To:** Matt Bradshaw <[mbradshaw01@netscape.net](mailto:mbradshaw01@netscape.net)>  
**Cc:** Bill Gates <[BGates@flintco.com](mailto:BGates@flintco.com)>; Mark Knowlton <[MKnowlton@flintco.com](mailto:MKnowlton@flintco.com)>  
**Sent:** Mon, Dec 14, 2020 2:15 pm  
**Subject:** RE: Door frames strike prep

Can you advise what was needed for these for frames? I think we separate these out from the frame prep for the other doors you did for RFI 087. One invoice for Door frames for RFI 087 and one invoice for these 4 additional frames.

After 112 years....**we've MOVED!**

Please note our new address:

323 E. Reconciliation Way, Tulsa, OK 74120

Tyler Myers

Assistant Project Manager // Flintco, LLC

323 E. Reconciliation Way, Tulsa OK 74120

918-710-3325 (d) // 918-557-8815 (c)

[tmyers@flintco.com](mailto:tmyers@flintco.com)

[www.flintco.com](http://www.flintco.com)



**From:** Matt Bradshaw <[mbradshaw01@netscape.net](mailto:mbradshaw01@netscape.net)>

**Sent:** Monday, December 14, 2020 1:47 PM

**To:** Tyler Myers <[tmyers@flintco.com](mailto:tmyers@flintco.com)>

**Cc:** Bill Gates <[BGates@flintco.com](mailto:BGates@flintco.com)>; Mark Knowlton <[MKnowlton@flintco.com](mailto:MKnowlton@flintco.com)>

**Subject:** Re: Door frames strike prep

I don't think so. I told my guys to do it because it needed to be done.

Matt Bradshaw

Builders Supply Inc.

8198 E. 44th Street

Tulsa, OK 74145

918-628-1211

-----Original Message-----

From: Tyler Myers <[tmyers@flintco.com](mailto:tmyers@flintco.com)>

To: Matt Bradshaw <[mbradshaw01@netscape.net](mailto:mbradshaw01@netscape.net)>

Cc: Bill Gates <[BGates@flintco.com](mailto:BGates@flintco.com)>; Mark Knowlton <[MKnowlton@flintco.com](mailto:MKnowlton@flintco.com)>

Sent: Mon, Dec 14, 2020 1:34 pm

Subject: RE: Door frames strike prep

Did Bill Gates direct you to prep these additional frames?

After 112 years....**we've MOVED!**

Please note our new address:

323 E. Reconciliation Way, Tulsa, OK 74120

Tyler Myers

Assistant Project Manager // Flintco, LLC

323 E. Reconciliation Way, Tulsa OK 74120

918-710-3325 (d) // 918-557-8815 (c)

[tmyers@flintco.com](mailto:tmyers@flintco.com)

[www.flintco.com](http://www.flintco.com)





**From:** Matt Bradshaw <[mdbradshaw01@netscape.net](mailto:mdbradshaw01@netscape.net)>  
**Sent:** Friday, December 11, 2020 1:57 PM  
**To:** Tyler Myers <[tmyers@flintco.com](mailto:tmyers@flintco.com)>  
**Cc:** Bill Gates <[BGates@flintco.com](mailto:BGates@flintco.com)>; Mark Knowlton <[MKnowlton@flintco.com](mailto:MKnowlton@flintco.com)>  
**Subject:** Re: Door frames strike prep

Tyler,

Please see attached quote for prepping the HM frames for the correct strike. In addition to the doors that you have listed below, we also prepped door frames 012 014 020 and 034C. Should I just send an invoice? Please let me know and contact me with any questions.

Matt Bradshaw  
Builders Supply Inc.  
8198 E. 44th Street  
Tulsa, OK 74145  
918-628-1211

-----Original Message-----

From: Tyler Myers <[tmyers@flintco.com](mailto:tmyers@flintco.com)>  
To: Matt Bradshaw <[mdbradshaw01@netscape.net](mailto:mdbradshaw01@netscape.net)>  
Cc: Bill Gates <[BGates@flintco.com](mailto:BGates@flintco.com)>; Mark Knowlton <[MKnowlton@flintco.com](mailto:MKnowlton@flintco.com)>; Robert T. Martin <[rtmartin@flintco.com](mailto:rtmartin@flintco.com)>  
Sent: Wed, Oct 21, 2020 4:48 pm  
Subject: RE: Door frames

Matt,

Thanks for giving me a call back.

Room numbers listed below...this is hot and we need to start this work as soon as possible.

1. **Existing Restroom Doors – strike prep** - The RR frames still need the strike cut into the frames. Per the RFI attached, they need to be at 43-11/16" from top down to CL.

040  
041  
202  
203  
302  
303  
402  
403  
502  
503  
602  
603  
702  
703  
802  
803  
902  
903

1. **Strike prep for doors** - 033A, 033B, 032B, 031A - strikes for the frames in the basement need to be prepped for a 4-7/8" strike to match the same location as above. The frames are currently prepped for a 3-1/4" strike and a unit-lock. This will not work with the new Corbin mortise locks.

## 2. Prep for changing swing of door - 051

Thank you,

After 112 years....**we've MOVED!**

Please note our new address:

323 E. Reconciliation Way, Tulsa, OK 74120

Tyler Myers

Assistant Project Manager // Flintco, LLC

3323 E. Reconciliation Way, Tulsa OK 74120

918-710-3325 (d) // 918-557-8815 (c)

[tmyers@flintco.com](mailto:tmyers@flintco.com)

[www.flintco.com](http://www.flintco.com)

