

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** September 9, 2003  
**TO:** **BOARD OF EDUCATION**  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** **Request for Change Order – Cleaning Package at New Town High School**  
**ORIGINATOR:** **J. Robert Haines, Deputy Superintendent of Business Services**

**RESOURCE**

**PERSON(S):** Donald F. Krempel, Ph.D., Executive Director  
Department of Physical Facilities  
Richard Cassell, P.E., Administrator  
Office of Engineering and Construction  
J. Kurt Buckler, P.E., Head of Engineering  
Office of Engineering and Construction

**RECOMMENDATION**

That the Board of Education approves a change order.

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Change Order – Cleaning Package at New Town High School.

Appendix I – Request Approval of a Change Order.

## Appendix I

### **Request for Approval of a Change Order Cleaning Package at New Town High School September 9, 2003**

On May 12, 2003, the Board of Education approved an award of contract with Hallmark Building Services, LLC to provide post-construction cleaning services at New Town High School. In order to provide additional cleaning of this school due to moves of furniture and equipment along with the unpacking of instructional supplies, the Department of Physical Facilities requests approval of a change order in the amount of \$20,317.50. This amount has been reviewed by the Project Manager and found reasonable.

At this time, we request approval of a change order in the amount of \$20,317.50 with Hallmark Building Services, LLC for these additional services.

Funding for these services is available in Capital Budget Project #625 - New Town High School.

APPROVED:



Donald F. Kremmel, Ph.D.  
Executive Director