

1316 COUNTY-CITY BUILDING
227 W. JEFFERSON BOULEVARD
SOUTH BEND, INDIANA 46601-1830



PHONE 574/ 235-9251
FAX 574/ 235-9171

CITY OF SOUTH BEND JAMES MUELLER, MAYOR
BOARD OF PUBLIC WORKS

September 24, 2024

Mr. Andre Jackson
Alphajak, LLC.
118 N. Race St.
Mishawaka, IN 46544
alphajak@alphajak.com

RE: Change Order No. 1 (Final)/Project Completion Affidavit
Charles Black Parking Lot Seal and Stripe - Project No. 124-021

Dear Mr. Jackson:

At its September 24, 2024 meeting, the Board of Public Works approved the Final Change Order for this project, be decreased by \$16,035.36. The final contract amount is \$10,000.

In addition, the Project Completion Affidavit for this project was approved in the amount of \$10,000. Copies of the Change Order and Project Completion Affidavit are enclosed for your records.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Theresa Heffner

Theresa Heffner, Clerk

Enclosures
TH/hh



INTER-OFFICE MEMORANDUM

DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING

TO: Theresa Heffner, Clerk
Board of Public Works

FROM: Patrick Sherman

SUBJECT: AlphaJak LLC Charles Black Parking Lot Seal. Change Order and PCA

DATE: September 19th, 2024

Greetings,

On March 21st, 2024, the Board of Public Works awarded a simple quote to AlphaJak LLC for work on the Charles Black Parking lot to repair sections of asphalt, seal, and stripe. Through multiple site visits that included the owners of AlphaJak and various City representatives in Engineering and VPA, it became clear that AlphaJak could not complete the work per the specifications included in the quote. The City and AlphaJak have mutually agreed to close out the project without the full completion of the work and change order the PO to reflect some of the work that had been performed.

The City has encouraged AlphaJak to reach out to representatives in Engineering in the future to educate them on the City processes and specifications to help them potentially bid on future work successfully, either directly or through a prime contractor.

Thank you and please call with any questions.

**CITY OF SOUTH BEND
DEPARTMENT OF PUBLIC WORKS
PROJECT CHANGE ORDER**



DATE: 07/09/2024
 PROJECT NO: 124-021
 PROJECT NAME: Charles Black Center Parking Lot Seal & Stripe
 CONTRACT DATE: 03/26/2024
 CHANGE ORDER NO. 1
 SUBJECT OF CHANGE ORDER: Reduce contract amount to reflect work performed on project and close out the remainder

All items completed substantially as planned.
 See attached Comparison of Estimate for overruns and underruns.

The original contract sum		\$	<u>26,035.36</u>	
Net change by previously authorized change orders		\$	<u>0</u>	
The contract sum prior to this change order		\$	<u>26,035.36</u>	
By this Change Order, the project amount is	<input type="checkbox"/> Increased			
	<input checked="" type="checkbox"/> Decreased	\$	<u>16,035.36</u>	
The new contract sum including this change order		\$	<u>10,000.00</u>	
This Change Order represents a total change of			<u>-61.6</u>	%
Total change for entire project			<u>-61.6</u>	%

Original contracted completion date/time 05/31/2024
 Extension of date/time by previous change orders 0
 Date/time extension by this change order 0
 New completion date/time 05/31/2024

RECOMMENDED FOR APPROVAL

Patrick Sherman
 Project Manager

Alpha Jak LLC
 CONTRACTOR

Andre Jackson
 Contractor Signature

Andre Jackson, Owner/CEO
 Printed Name and Title

Alphajak LLC
 Company name

118 N. Race St.
 Address

Mishawaka, IN 46544
 City, State, Zip

CITY OF SOUTH BEND, INDIANA
 BOARD OF PUBLIC WORKS

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 Joseph R. Molnar, Vice President

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 Briana Micou, Member

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 Murray L. Miller, Member

Theresa M. Heffner
 Attest: Theresa M. Heffner, Clerk

Date: September 24, 2024

**CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS
PROJECT COMPLETION AFFIDAVIT**



PROJECT NAME Charles Black Center Parking Lot Seal & Stripe
 PROJECT NO. 124-021 FINAL COST \$10,000
 CONTRACT MAINTENANCE AGREEMENT ENDS N/A
 SIGNED 03/26/2024
 PROJECT DESCRIPTION Seal and stripe of the Charles Black Parking lot.

WITNESSETH:

The work under the above contract between the City of South Bend and the undersigned contractor having been completed, the City of South Bend, its officials and agents are hereby released from all claims and demands whatsoever arising under or by such contract, and that the contractor performed the work within the scope of the Specifications and Standards of the City of South Bend which were a part of the above Contract.

Executed this 4th day of September, 2024.

Andre Jackson
 Signature
 Andre Jackson
 Printed Name

Alphajak LLC
 Company Name
118 N. Race St.
 Company Address
Mishawaka, IN 46544
 City/State/Zip

WITNESSES

Before me, the undersigned Notary Public in and for said country and state, personally appeared Andre Jackson, and acknowledged his/her signature to the above Project Completion Affidavit on the 4th day of September 2024.

Abigail Estep
 Notary Signature
Abigail Estep
 Printed Name

My Commission Expires May 30, 2026
 County of Residence Elkhart

If the Contractor is a corporation, the following certificate will be executed.

I, Andre Jackson, certify that I am Secretary of the Corporation executing this release; that I who signed this release on behalf of the contractor was then owner of said Corporation; that said release was duly signed for and on behalf of said Corporation by Authority of its governing body, and is within the scope of corporate powers:



DEPARTMENT OF PUBLIC WORKS APPROVAL

This project is acceptable for final approval and we recommend to the Board of Public Works that it be ordained so.

Patrick Sherman Date: 07/09/2024
 Project Manager

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 Briana Micou, Member

Theresa M. Heffner
 Attest: Theresa M. Heffner, Clerk

Date: September 24, 2024

FINAL WAIVER OF LIEN

Andre Jackson being duly sworn that he/she is the Owner, CEO
(Name of Officer) (Title)

of Alphajak LLC
(Contractor/Supplier)

to furnish certain materials and/or labor as follows: Seal and Stripe of Charles Black Parking Lot
(Description)

for a project known as Charles Black Center Parking Lot Seal and Stripe
(Name of Project)

located at 3419 W Washington St, South Bend, IN 46619

and owned by City of South Bend (Owner)

and does hereby further state on the behalf of the aforementioned subcontractor/supplier:

FINAL WAIVER that the final balance due from the contractor is the sum of
Ten Thousand Dollars and zero cents (\$ 10,000.00)
(Amount Written Out)

- receipt of which is hereby acknowledged; or
- the payment of which has been promised as the sole consideration for this Affidavit and Final Waiver of Lien which shall become effective only upon receipt of such payment.

THEREFORE, the undersigned waives and releases unto the Owner of said premises, any and all liens or claims whatsoever on the above-described property and improvements thereon an account of labor or material or both, furnished b the undersigned thereto, subject to limitations or conditions expressed herein, if any; and further certified that no other party has any claim or right to a lien on account of any work performed or material furnished to the undersigned for said project, and within the scope of this Affidavit and Waiver of Lien.

Alphajak LLC (Contractor) By Andre Jackson (Andre Jackson - Owner, CEO)
(Date)

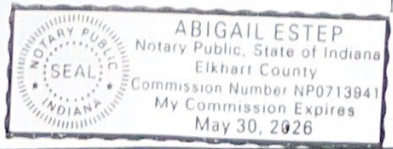
STATE OF Indiana)
) SS:
Elkhart COUNTY)

Before me, the undersigned, a Notary Public, in and for said County and State, personally appeared Andre Jackson and acknowledged the execution of the foregoing Waiver of Lien.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal on the 4th day of September 20 24.

My Commission Expires: May 30, 2026 Abigail Estep Notary Public Signature

Residing in Elkhart County Abigail Estep Notary Public Name



**BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM**

Date	<u>09/19/2024</u>	Department	<u>Public Works</u>
Name	<u>Patrick Sherman</u>	Phone Extension	<u>5601</u>
BPW Date	<u>09/24/2024</u>		

Review and Approval Required Prior to Submittal to Board

Diversity Compliance and Inclusion Officer	<input type="checkbox"/>	Officer Name	<u> </u>
BPW Attorney	<input checked="" type="checkbox"/>	Attorney Name	<u>Michael Schmidt</u>
Dept. Attorney	<input type="checkbox"/>	Attorney Name	<u> </u>
Purchasing	<input checked="" type="checkbox"/>	<u>Mickey Lovy</u>	

Check the Appropriate Item Type – Required for All Submissions

<input type="checkbox"/> Professional Services Agreement	<input type="checkbox"/> Contract	<input type="checkbox"/> Proposal	
<input type="checkbox"/> Open Market Contract	<input type="checkbox"/> Amendment/Addendum	<input type="checkbox"/> Special Purchase, QPA	
<input type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise	<input type="checkbox"/> Title Sheet
<input type="checkbox"/> Quote Opening	<input type="checkbox"/> Quote Award	<input type="checkbox"/> Reject Bids/Quotes	
<input type="checkbox"/> Proposal Opening	<input checked="" type="checkbox"/> C/O & PCA No. <u>1</u>	<input type="checkbox"/> PCA	
<input type="checkbox"/> Chg. Order, No.	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Other: <u> </u>		<input type="checkbox"/> Ease./Encroach	

Required Information

Company or Vendor Name	<u>AlphaJak LLC</u>
New Vendor	<input type="checkbox"/> Yes <input type="checkbox"/> If Yes, Approved by Purchasing <input checked="" type="checkbox"/> No
MBE/WBE Contractor	<input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <u>Completed E-Verify Form Attached</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
Project Name	<u>Charles Black Parking Lot Seal</u>
Project Number	<u>PROJ00000359</u>
Funding Source	<u>PO-0030338</u>
Account No.	<u>471-11-206-288-444000--PROJ00000359</u>
Amount	<u>\$10,000.00</u>
Terms of Contract	<u>Simple Quote</u>
Purpose/Description	<u>Closing out project for AlphaJak to reflect some of the work that was performed.</u>

For Change Orders Only

Amount of	<input type="checkbox"/>	Increase	<u>\$</u>	
	<input type="checkbox"/>	Decrease	<u>(\$)</u>	
Previous Amount			<u>\$</u>	
		Increase		<u>%</u>
Current Percent of Change:		Decrease		<u>(%)</u>
New Amount			<u>\$</u>	
		Increase		<u>%</u>
Total Percent of Change:		Decrease		<u>(%)</u>
Time Extension Amount:				
New Completion Date:				