

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.17
(ID # 28229)

MEETING DATE:
Tuesday, August 26, 2025

FROM : FACILITIES MANAGEMENT AND PROBATION DEPARTMENT

SUBJECT: FACILITIES MANAGEMENT (FM) AND PROBATION DEPARTMENT: Riverside County Probation Department County Farm Road Remodel Project – Approval of Change Order No. 2 and Notice of Completion for Vincor Construction, Inc.; District 1. [\$201,742 – 100% Probation Department General Fund 10000 (Previously approved project budget)] (4/5 Vote Required) (Clerk to Record Notice of Completion)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the attached Change Order No. 2 for Vincor Construction, Inc. (Vincor) of Brea, California, in the amount of \$121,513 for the Riverside County Probation Department County Farm Road Remodel (Probation County Farm Remodel) Project for unforeseen conditions and owner requested work items and find that the additional work is integral to the Project and that competitive bidding would not produce an advantage and is impractical for the work;
2. Authorize the Chairman of the Board (Chairman) to execute Change Order No. 2 for Vincor on behalf of the County of Riverside;
3. Accept the Probation County Farm Remodel Project constructed by Vincor as complete and authorize the Chairman to execute the Notice of Completion;
4. Direct the Clerk of the Board to record the attached Notice of Completion for the Project; and
5. Authorize the release of the undisputed retained funds in the amount of \$80,229 to Vincor in accordance with the contract terms and applicable law, per the General Conditions of the contract.

ACTION: 4/5 Vote Required, Policy, CIP

Christopher Wright
Christopher Wright, Chief Probation Officer

8/12/2025

Vincent Yzaguirre
Vincent Yzaguirre

8/12/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Medina and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: August 26, 2025
xc: FM, Probation, Recorder

Kimberly A. Rector
Clerk of the Board

By: *[Signature]*
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 201,742	\$ 0	\$ 201,742	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Probation Department General Fund 10000 – 100% (Previously approved project budget)			Budget Adjustment: No	
			For Fiscal Year: 2025/26	

C.E.O. RECOMMENDATION: [Approve]

BACKGROUND:

Summary

On April 13, 2021, Item 3.12, the Board of Supervisors (Board) approved, in-principle and a preliminary project budget in the amount of \$1,717,331 for the Probation County Farm Remodel Project located at 9889 County Farm Road in Riverside, California, 92501. On September 26, 2023, Item 3.13, the Board approved the revised project budget in the amount of \$2,266,210 and the construction contract between the County of Riverside (County) and Vincor in the amount of \$1,410,847 for the Project. The Project entailed modifications to the facility to enhance security and building code upgrades.

During construction, Change Order No. 1 in the amount of \$72,217 was approved for Vincor, increasing the contract value from \$1,410,847 to \$1,483,064. The Change Order did not exceed Facilities Management (FM) authority; therefore, no Board action was required. Change Order No. 2 was required for unforeseen conditions and owner requested items, which included: new drywall/fire taping, insulation and monokote, re-routing of drainpipe, bracing of existing wall, new footing and opening; restroom accessory upgrades, T-bar repairs, additional exterior ramp work, and monument sign changes; weatherproofing of exterior system sensor notification, plinth relocation, curb work and cross slope; gutter paint and tile replacement, and fire alarm components with covers. Change Order No. 2 will compensate Vincor in the amount of \$121,513, increasing the contract value from \$1,483,064 to \$1,604,577, which exceeds FM's authority; therefore, FM is seeking approval for this Board action.

Vincor has completed the work on the Project, and the work has been inspected and found to comply with the contract and safety requirements. This Board action will release the undisputed contract retention funds in the amount of \$80,229 to Vincor after the Notice of Completion has been recorded, as per the contract terms and applicable law. The Project was completed under budget, with an estimated savings of \$90,000 to the Probation Department.

Impact on Residents and Businesses

The Probation County Farm Remodel Project renovated the reception area, conference rooms, and exterior entrance to improve the security and building code upgrades for the safety of staff, program clientele, and the community.

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Additional Fiscal Information

All costs associated with this Board action will be 100% funded with Probation Department General Fund (Fund 10000), which was previously approved on September 26, 2023 (Item 3.13), in the amount of \$2,266,210. Change Order No. 2, in the amount of \$121,513, and the retained funds in the amount of \$80,229, are accounted for within the previously approved project budget and will be expended in FY 25/26; therefore, no budget adjustment is required.

Attachments:

- Change Order No. 2 for Vincor Construction, Inc.
- Notice of Completion for Vincor Construction, Inc.

VY:RM:DL:YB;mg FM05260010358 MT #28229
G:\Project Management Office\FORM 11'S\FORM 11's_In Process\28229_D2 - 010358 - RivCo Probation Dept County Farm Rd Remodel - CO No. 2 & NOC for Vincor_082625.doc


Evangelina Gregorio EO, Principal Mgmt Analyst 8/13/2025


Aaron Gettis, Chief of Deputy County Counsel 8/13/2025

PLEASE COMPLETE THIS INFORMATION
RECORDING REQUESTED BY:

KIMBERLY RECTOR, CLERK OF THE BOARD
4080 LEMON STREET, 1ST FLOOR CAC
P O BOX 1147 – RIVERSIDE, CA 92502

MAIL STOP # 1010

AND WHEN RECORDED MAIL TO:

RETURN TO: STOP #1010
RIVERSIDE COUNTY CLERK OF THE BOARD
P. O. BOX 1147 – RIVERSIDE, CA 92502

2025-0264252

08/27/2025 03:25 PM Fee: \$ 0.00

Page 1 of 2

Recorded in Official Records
County of Riverside
Peter Aldana
Assessor-County Clerk-Recorder



3036

THIS SPACE FOR RECORDERS USE ONLY

NOTICE OF COMPLETION

(California Civil Code §§ 8100-8118, 9200-9208)

To be recorded with County Recorder within 15 days after completion.

Notice is hereby given by the undersigned owner, a public entity of the State of California, that a public work of improvement has been completed, as follows:

Project title or description of work: Riverside County Probation Department County Farm Road Remodel Project – (FM05260010358)

Date of Completion: Date Hereof

Nature of owner: Public Entity

Interest or estate of owner: In Fee

Address of owner: Clerk of the Board of Supervisors, County Administrative Center, 4080 Lemon St., Riverside, CA 92501

Name/address of direct contractor: Vincor Construction, Inc., 2651 Saturn Avenue, Brea, CA 92821

Street or legal description of site: 9889 County Farm Road, Riverside, CA 92501

Dated: August 26, 2025

Owner: County of Riverside
(Name of Public Entity)

By: V. Manuel Perez
V. Manuel Perez, Chairman, Board of Supervisors

STATE OF CALIFORNIA)

ss

COUNTY OF RIVERSIDE)

I am the Chairman of the governing board of the County of Riverside, the public entity which executed the foregoing notice and on whose behalf I make this verification; I have read this notice, know its contents, and the same is true. I certify under penalty of perjury that the foregoing is true and correct.

ATTEST: Kimberly Rector, Clerk
By: [Signature]
Deputy

Executed at Riverside, California on August 26, 2025
V. Manuel Perez
V. Manuel Perez, Chairman, Board of Supervisors

**PETER ALDANA
COUNTY OF RIVERSIDE
ASSESSOR-COUNTY CLERK-RECORDER**

Recorder
P.O. Box 751
Riverside, CA 92502-0751
(951) 486-7000

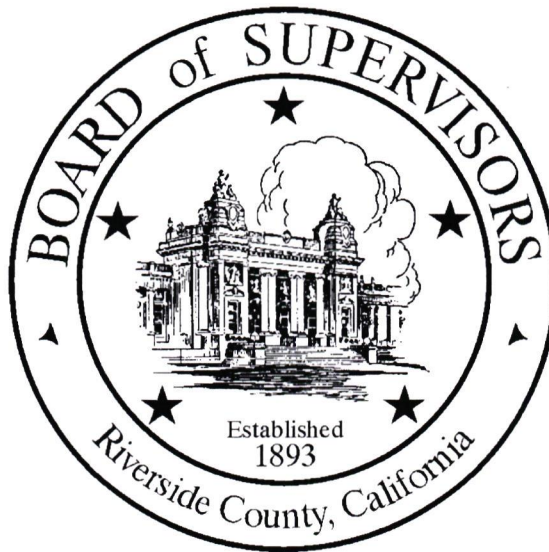
www.riversideacr.com

CERTIFICATION

Pursuant to the provisions of Government Code 27361.7, I certify under the penalty of perjury that the following is a true copy of illegible wording found in the attached document:

(Print or type the page number(s) and wording below):

CLARIFICATION FOR SEAL for the Riverside County Board of Supervisors
(EMBOSSSED ON DOCUMENT)



Date:

08/26/2025

Signature: _____

Print Name: Whitney Mayo, Clerk of the Board Assistant

COUNTY OF RIVERSIDE FACILITIES MANAGEMENT

CHANGE ORDER NO. 2

Date: 5/15/2025

Project Name: Riverside County Probation Department County Farm Road Remodel

To Contractor:
Vincor Construction, Inc.
2651 Saturn Street
Brea, CA 92821

PeopleSoft Project No: FM 05260010358

Distribution:
 (1) Project Manager (4) Construction Manager
 (2) Contractor (5) Inspector
 (3) Accounting & Finance (6) Architect/Engineer

You are directed to make the following changes. Changes shall include labor, material and equipment; each item to include all charges or indirect arising out of this work:

DESCRIPTION OF CHANGE	REASON FOR CHANGE ORDER	COR#	TYPE	AMOUNT
1) Provide new drywall/fire taping, insulation and monokote	Unforeseen Conditions	6	ADD	\$57,026.78
2) Re-route drain pipe	Unforeseen Conditions	7	ADD	\$2,154.15
3) Bracing existing wall	Unforeseen Conditions	8	ADD	\$3,637.41
4) New footing and opening	Unforeseen Conditions	9	ADD	\$3,425.43
5) Restroom accessory upgrades	Unforeseen Conditions	10	ADD	\$1,621.68
6) T-Bar repairs	Unforeseen Conditions	12	ADD	\$4,084.19
7) Additional exterior ramp work	Unforeseen Conditions	13	ADD	\$14,332.30
8) Irrigation sleeves	Unforeseen Conditions	14	ADD	\$1,379.57
9) Monument Sign changes	Department Driven	15	ADD	\$12,235.62
10) Weatherproof exterior system sensor notification	Unforeseen Conditions	16	ADD	\$3,007.50
11) Plinth relocation	Unforeseen Conditions	17	ADD	\$2,279.46
12) Curb work and cross slope	Unforeseen Conditions	18	ADD	\$6,128.97
13) Additional wiremold drops	Department Driven	19	ADD	\$3,364.92
14) Gutter paint and tile replacement	Department Driven	20	ADD	\$2,843.83
15) Fire alarm components with covers	Unforeseen Conditions	21	ADD	\$1,370.26
16) Mortise lock and electric hinge	Department Driven	22	ADD	\$2,620.82
TOTAL				\$121,512.89

The specifications, where pertinent, shall apply to these changes.

This Change Order provides for a time extension of

Original Contract Duration (calendar days):	<u>79</u>	calendar days
Prior Authorized Time Extension (calendar days):	<u>210</u>	
Revised Construction Duration (calendar days):	<u>60</u>	
Original Contract Completion Date:	<u>349</u>	
Revised Contract Completion Date:	<u>5/16/2024</u>	
	<u>10/2/2024</u>	

NOTE: This change order is not effective until ALL signatures below are obtained, and if applicable, signature authority approval by Form 11 as indicated per Change Order Guidelines.

The undersigned contractor has given careful consideration to the change proposed, including its effect on other work already contracted for, and hereby agrees, if this change order is approved, that he will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment for all costs related in any way thereto the prices shown above. Contractor expressly waives any contract right to pursue any further claim related to this change order work.

This Change Order may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Change Order agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17, for executing this Change Order. The parties further agree that the electronic signatures of the parties included in this Change Order are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

ATTEST:
KIMBERLY RECTOR, Clerk
DEPUTY

1) Chris Dinunzio _____ Date

Chris Dinunzio
 Contractor's Printed Name

2) V. Manuel Perez _____ Date

V. Manuel Perez
 Chair of the Board
 Printed Name

3) Thomas Howell _____ Date

Thomas Howell
 Architect's Printed Name

4) Yun Baird _____ Date

Yun Baird
 Project Manager's Printed Name

Original Contract \$ 1,410,847.00
 Prior Authorized ADD DEDUCT \$ 72,217.14
 Total Contract Prior to this Change \$ 1,483,064.14

Authorized Changes on this Change Order: \$ 121,512.89

Amount of Contract Authorized Including this Change Order \$ 1,604,577.03

Pursuant to: Board Policy B-11
 M.O. and Date _____

FORM APPROVED COUNTY COUNSEL
 BY KRISTINE BELL-VALDEZ 8/26/23 DATE

AUG 26 2025 2:17











FM Change Order 2_Probation Lobby Renovation 04172025

Final Audit Report

2025-06-04

Created:	2025-06-04
By:	Maria Gutierrez (mcgutierrez@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAo7kYmljOuAE_Nls-UsSJ0DTNdBKet7Ks

"FM Change Order 2_Probation Lobby Renovation 04172025" History

-  Document created by Maria Gutierrez (mcgutierrez@rivco.org)
2025-06-04 - 9:13:19 PM GMT - IP address: 158.61.6.2
-  Document emailed to chris@vincorinc.com for signature
2025-06-04 - 9:15:42 PM GMT
-  Email viewed by chris@vincorinc.com
2025-06-04 - 9:45:01 PM GMT - IP address: 104.47.74.126
-  Signer chris@vincorinc.com entered name at signing as Chris Dinunzio
2025-06-04 - 9:45:17 PM GMT - IP address: 172.115.163.212
-  Document e-signed by Chris Dinunzio (chris@vincorinc.com)
Signature Date: 2025-06-04 - 9:45:19 PM GMT - Time Source: server- IP address: 172.115.163.212
-  Document emailed to thowell@holtarchitecture.com for signature
2025-06-04 - 9:45:21 PM GMT
-  Email viewed by thowell@holtarchitecture.com
2025-06-04 - 9:48:45 PM GMT - IP address: 76.88.243.179
-  Signer thowell@holtarchitecture.com entered name at signing as Thomas Howell
2025-06-04 - 9:49:15 PM GMT - IP address: 76.88.243.179
-  Document e-signed by Thomas Howell (thowell@holtarchitecture.com)
Signature Date: 2025-06-04 - 9:49:17 PM GMT - Time Source: server- IP address: 76.88.243.179
-  Document emailed to yunbaird@rivco.org for signature
2025-06-04 - 9:49:18 PM GMT



Email viewed by yunbaird@rivco.org

2025-06-04 - 9:49:29 PM GMT- IP address: 52.3.160.138



Signer yunbaird@rivco.org entered name at signing as yun baird

2025-06-04 - 10:16:09 PM GMT- IP address: 158.61.6.5



Document e-signed by yun baird (yunbaird@rivco.org)

Signature Date: 2025-06-04 - 10:16:11 PM GMT - Time Source: server- IP address: 158.61.6.5



Agreement completed.

2025-06-04 - 10:16:11 PM GMT



Adobe Acrobat Sign