

City of Napoleon

255 West Riverview Avenue
P.O. Box 151
NAPOLEON, OHIO 43545

Telephone: (419) 592-4010
Fax: (419) 599-8393

LETTER OF TRANSMITTAL

DATE:	September 15, 1999
REGARDING:	City of Napoleon Municipal Building Renovations <i>255 W. Riverview</i>

TO Holgate Lumber Company
215 Lee Street
P.O. Box 157
Holgate, Ohio 43527

WE ARE SENDING YOU Attached Under separate cover via _____ the following items:

- Shop Drawings Prints Plans Samples Copy of Letter
 Specifications Change Order Other _____

COPIES	DATE	NO.	DESCRIPTION
3	9-15-99		Change Order No. 1

THESE ARE TRANSMITTED as checked below:

- For Approval Approved as Submitted Resubmit _____ Copies for Approval
 For Your Use Approved as Noted Submit _____ Copies for Distribution
 As Requested Returned for Corrections Return _____ Corrected Prints
 For Signature For Review and Comment _____

REMARKS Enclosed please find three (3) copies of Change Order No. 1 for the referenced
project. Please sign all copies and return to our office for further processing.

COPY TO Rex Moll

SIGNED: 
Adam C. Hoff, P.E.
City Engineer

Memorandum

To: Jon A. Bisher - City Manager
From: Adam C. Hoff, P.E. - City Engineer ^{ACH}
cc: Brent Damman
Date: September 22, 1999
Subject: Municipal Building Renovations

Attached is a copy of Change Order No. 1 for the referenced project. This change order includes an increase to the contract in the amount of \$8,480.00 for additional work associated with the installation of a new employee entrance and front security doors for the Courts. The new employee entrance will be located along the west wall of the building and will include the elimination of two (2) windows in the judge's chambers. The new steel entrance doors will replace the existing interior glass doors providing additional security at the entrance and insulating efficiency.

This change order is equal to 6.01% of the original contract price, making the current contract price \$149,480.00. The original published estimate was \$132,000.00. **Therefore, it is my recommendation that Change Order No. 1, in the amount of \$8,480.00, be approved in favor of Holgate Lumber Company.** The additional costs associated with this proposed change order will be paid from the grant received by the Courts.

If you have any questions, please see me.

CHANGE ORDER

No. 1

PROJECT

Municipal Building Renovations

DATE OF ISSUANCE

September 15, 1999

OWNER

City of Napoleon
255 West Riverview Avenue
P.O. Box 151
Napoleon, Ohio 43545

OWNER

City of Napoleon

CONTRACTOR

Holgate Lumber Company
215 Lee Street
Holgate, Ohio 43527

ENGINEER

Adam C. Hoff, P.E.
City Engineer

CONTRACT FOR: Municipal Building Renovations

You are directed to proceed promptly with the following change(s):

DESCRIPTION - see attached Exhibit "A".

PURPOSE OF CHANGE ORDER: Adjustment in quantities.

ATTACHMENTS - (List Documents Supporting Change)

If a claim is made that the above change(s) have affected Contract Price or Contract Time, any claim for a Change Order based thereon will involve one of the following methods of determining the effect of the change(s).

Method of determining change in

CONTRACT PRICE

___xx___ Time and Materials
_____ Unit Prices
_____ Cost Plus Fixed Fee
_____ Other -

Method of determining change in

CONTRACT TIME

_____ Contractor's Records
_____ Engineer's Records
_____ Other -

Estimated increase/~~decrease~~ in

CONTRACT PRICE - \$8,480.00

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

Estimated increase/decrease in

CONTRACT TIME - n/a

If the change involves an increase, the estimated time is not to be exceeded without further authorization.

Recommended

CITY OF NAPOLEON




Adam C. Hoff, P.E.: City Engineer

Accepted

HOLGATE LUMBER COMPANY

Contractor

by: 

Authorized

Dr. Jon A. Bisher, City Manager

Original Contract prior to this Change Order	\$141,000.00
Increase/ Decrease resulting from this Change Order	\$8,480.00
Current Contract Price, including this Change Order	\$149,480.00

Holgate Lumber Co.

P.O. Box 157
215 Lee Street
Holgate, Ohio 43527
USA

Phone 264-2331
Fax 264-6681

June 14, 1999

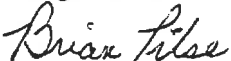
Adam Hoff
Napoleon City Engineer
255 Riverview Ave
Napoleon, Ohio 43545

Door Proposal Napoleon City Building

- 1 3'0" x 7'0" Steel door and frame, hinges, panic device, closer, threshold, weather-strip, and sweep. Hole cut between existing windows, concrete curb cut and removed, existing windows closed, new interior paneling on exterior wall, flashings on exterior and all fasteners. Door and frame painted owner's choice of colors.

- 1 6'0" x 7'0" Steel double doors with 12" x 12" wireglass, steel door and transom frame with wireglass in the transom area, hinges, panic devices, closers, split astragal, and threshold. Existing doors and transom removed new materials installed. Doors and frames painted owner's choice of colors.

Materials and labor \$ 8480.00

Sincerely,
Holgate Lumber Co.


Brian Tilse

City of Napoleon

Fax Cover This is a confidential message, intended solely for the person to whom it is addressed. If you receive this message in error, please forward it to the correct person, or mail it back to us. Thank you.

To Brian Tilse - Holgate Lumber Co.
Fax No. (419) 264-6681
From Adam C. Hoff, P.E. - City Engineer *ACH*
Date 9/15/99
Subject Municipal Building Renovations
Pages 1, including this one

Per our telephone conversation of today, a change order in the amount of \$8,480.00 will be prepared for execution for the installation of a new door and removal of windows in the judge's office and the new interior front door. We acknowledge that the delivery and installation of the new interior door may take additional time beyond the completion date stated within the contract and will grant additional time for that doorway. However, the overall completion date stated in the contract will still apply for all exterior renovations.

If you have any questions or require additional information, please call me at (419) 592-4010. Thank you.

c: Jon Bisher, Brent Damman

*9-23-99
Windows
ground addition
all installation*

City of Napoleon

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To Brian Tilse - Holgate Lumber Co.
Fax No. (419) 264-6681
From Adam C. Hoff, P.E. - City Engineer *ACH*
Date 8/24/99
Subject Municipal Building Renovations
Pages 1, including this one

From the color chart provided for the DryVit, we believe that the Pearl Ash color in the Sandblast pattern. However, please return the brick sample so that we can confirm our decision. Also, what does your schedule look like at this point?

If you have any questions or require additional information, please call me at (419) 592-4010. Thank you.

c: Jon Bisher, Brent Damman

*Eliminate vents
Square vents 9-15-99
power vents*

255 W. Riverview Ave.
Napoleon, Ohio 43545

(419) 592-4010 Phone

(419) 599-8393 Fax

City of Napoleon

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To Brian Tilse - Holgate Lumber Co.
Fax No. (419) 264-6681
From Adam C. Hoff, P.E. - City Engineer *ACH*
Date 8/17/99
Subject Municipal Building Renovations
Pages 1, including this one

We have chosen the following color scheme from the color charts provided:

Brick - Light brown (large brick sample on bottom)
Siding - Light Stone
Trim/Gutters - Clay
Roof - Evergreen

Please provide color samples for the DryVit for the vestibules and the new doors. Also, please provide my office with a quote to provide reflective insulation under the proposed roofing and painting of the words on the north side and over the east entrances to match the roof color.

If you have any questions or require additional information, please call me at (419) 592-4010. Thank you.

c: Jon Bisher, Brent Damman

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Napoleon, Ohio 43545

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(419) 599-8393 Fax