

Memorandum

To: Jon A. Bisher - City Manager
From: Adam C. Hoff, P.E. - City Engineer *ACH*
cc: Brent Damman
Date: October 28, 1999
Subject: Municipal Building Renovations

Attached is a copy of Change Order No. 2 for the referenced project. This change order includes an increase to the contract in the amount of \$1,076.73 for additional work associated with the renovations. The largest portion of this cost was due to additional insulation that was placed around the casement windows and in various wall spaces which were not previously insulated. This additional insulation will make a tremendous difference in the heating and cooling efficiency of the building.

This change order is equal to 0.72% of the current contract price, making the current contract price \$150,556.73. The original published estimate was \$132,000.00. **Therefore, it is my recommendation that Change Order No. 2, in the amount of \$1,076.73, be approved in favor of Holgate Lumber Company.**

If you have any questions, please see me.

MUNICIPAL BUILDING RENOVATIONS

CHANGE ORDER

NO. 2

PROJECT Napoleon City Bldg.
Renovations

DATE OF ISSUANCE Oct. 11, 1999

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

CONTRACTOR
Holgate Lumber Co.
215 Lee Street
Holgate, Ohio 43527

OWNER: City of Napoleon

ENGINEER: Adam C. Hoff, P.E.

ENGINEER'S PROJECT NO. _____

Contract For Building Renovations

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

DESCRIPTION: See attached

PURPOSE OF CHANGE ORDER: Painting letters, new letters, insulation, transom.

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:

Method of determining change in contract time:

 X Time and materials

_____ Contractor's records

_____ Unit prices

_____ Engineer's records

_____ Cost plus fixed fee

_____ Other _____

_____ Other _____

MUNICIPAL BUILDING RENOVATIONS

Estimated increase (decrease) in
Price: \$ 1,076.73
If the change involves an increase the estimated
amount is not to be exceeded without further
authorization.

Estimated increase (decrease) in contract
Time: 0 days. If the
change involves an increase, the estimated times is
not to be exceeded without further authorization.

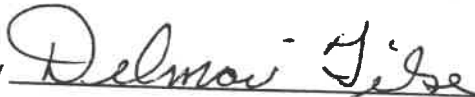
RECOMMENDED:

City of Napoleon, Owner

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

AUTHORIZED:

Holgate Lumber Company

By 

APPROVED:

By _____
Dr. Jon A. Bisher; City Manager

Original contract prior to this Change Order	\$ <u>149,480.00</u>
(Increase)(Decrease) resulting from this Change Order	\$ <u>1,076.73</u>
Current contract price, including this Change Order	\$ <u>150,556.73</u>

Holgate Lumber Co.

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

Phone 264-2331
Fax 264-6681

October 11, 1999

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

Change Order 2 Breakdown

Painting of the letters for the North side of the building, and of the letters on the East side of the building.	\$ 250.00
New aluminum letters to replace letters on the North East Vestibule	\$ 300.00
Deduct transom at new double doors at front entrance. Deducts frame and glass for transome area.	- \$ 325.00
Additional 6' fiberglass insulation installed under sidewall metal to fill in open areas between sidewall steel and inner offices. 14 roll of insulation and 10 hours of labor to install.	\$ 851.73

Net Add for Materials and labor \$ 1,076.73