

## MEMORANDUM

To: Members of the City Commission

From: Jack Redmon, Acting City Manager

Date: August 16, 2018

Subject: Consider Approval of Change Order #1 to a Contract with East Texas Refrigeration for the Memorial City Hall Renovation Project

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We are requesting a change order in the amount of \$4,500 to East Texas Refrigeration to move A/C and heating duct work from one location to another. Staff recommends this change order.



**ETR CHANGE ORDER SUMMARY**

Project: Marshall City Hall  
 Job #: L67033  
 Change Request #: 1  
 ETR RFI # 1

General Contractor: City of marshall  
 Subcontract Agreement #: \_\_\_\_\_  
 Trade: HVAC  
 Date: 8/16/2018

**Scope of Work Description:**

Duct work was built as per drawings. After installation began it was determined that all the duct work for the upper floor close to the media room would have to be removed. After looking over the area with John Flowers, the duct work was removed and the new duct was installed. This duct work was for units 15 / 18/ 21/ 22/ 23.

Scope of Work Description	Materials				Labor			Equipment				Total Cost	
	Item Description	UOM	Qty	Cost Per Unit	Total	MHRS	Rate	Total	Eq. Type	# Hrs.	Rate		Total
original duct work	Metal duct, , liner		1 lot		\$2,500.00			\$0.00			\$0.00	\$0.00	\$2,500.00
Re worked duct work	Metal duct, liner, flex		1lot		\$2,000.00	-	\$ -	\$0.00			\$0.00	\$0.00	\$2,000.00
			-		\$0.00	-	\$ -	\$0.00			\$0.00	\$0.00	\$0.00
			-		\$0.00	-	\$ -	\$0.00			\$0.00	\$0.00	\$0.00
					\$0.00		\$ -	\$0.00			\$0.00	\$0.00	\$0.00
					\$0.00		\$ -	\$0.00			\$0.00	\$0.00	\$0.00
					\$0.00		\$ -	\$0.00			\$0.00	\$0.00	\$0.00
					\$0.00		\$ -	\$0.00			\$0.00	\$0.00	\$0.00
<b>Subtotals</b>					\$4,500.00		0.0	\$0.00		0.0	\$0.00	\$0.00	\$4,500.00
													\$0.00
<b>Total CO No.</b>													\$4,500.00

Approved by: \_\_\_\_\_

Submitted by: BILLY BOTTOMS  
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**NOTES:**

1. All material costs must be itemized for major items and must have a quote or invoice attached.
2. All labor costs must be broken down to manhours per skill level (i.e. 3 hours foreman, 6 hours apprentice) along with labor rates for those people.
3. All equipment costs must be itemized including the equipment used, the number of hours used, and the hourly rate.
4. Overhead and profit must be included as one percentage and no greater than allocated by contract