




Robert W. Schnur, CPA  
Director of Finance

FINANCE  
DEPARTMENT

**MEMORANDUM**

TO: Steve Ehlmann, County Executive  
FROM: Bob Schnur, Director of Finance   
DATE: January 28, 2022  
RE: **Change Order #1 – Metro Roofing**  
**RE: 21-062 Health Building Roof Replacement Project**

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Attached please find Change Order #1 in the amount of **\$12,686.39**, to the contract with **Metro Roofing** for tapering of the insulation on the Health Building Roof Replacement Project. This change order increases the total amount of the contract to **\$116,524.39**.

|                   |               |                  |
|-------------------|---------------|------------------|
| Original Contract | \$ 103,838.00 |                  |
| Change Order #1   | \$ 12,686.39  | [12.2% increase] |

Because this change order is in excess of 10% of the original contract amount, this change order shall be approved by the County Council as per 135.430 OSSCMo.

The account number that will be charged for this purchase is 3014800-47709.

Enclosure  
km



# Change Order #001

300 N. 2nd St. #101  
 St. Charles, MO 63301  
 636-949-1890  
 meilers@sccmo.org

CHANGE ORDER NO. 1  
 DATE: January 26, 2022  
 Vendor # 18975

TO Brian Statler  
 Metro Roofing  
 PO Box 420  
 High Ridge, MO 63049  
 636-671-1390

Was this an emergency purchase? **NO**

| JOB NAME/NUMBER - CONTRACT DATE | REASON FOR CHANGE ORDER |
|---------------------------------|-------------------------|
| 21-062 Health Roof Replacement  | Unforeseen Conditions   |

| CONTRACTOR/SELF PERFORM | DESCRIPTION   | LINE TOTAL  |            |
|-------------------------|---|-------------|------------|
| Metro Roofing           | Tapered insulation install around RTU                   | \$14,234.00 |            |
| Metro Roofing           | Reimbursement for damage caused to RTU refrigerant line | -\$815.58   |            |
| Metro Roofing           | Reimbursement for damage caused to RTU electrical line  | -\$732.03   |            |
|                         |   |             |            |
|                         |   |             |            |
|                         |   |             |            |
| MATERIALS/EQUIPMENT     | DESCRIPTION   | UNIT        | LINE TOTAL |
|                         |   |             |            |
|                         |   |             |            |
|                         |   |             |            |

Contract will be extended by 0 days.  
 Original Substantial completion: 12/31/2021 New Date: 3/30/2022

This Change Order modifies and amends the provisions of the 21-062 Health Roof Replacement between Metro Roofing and St. Charles County, Missouri. This Change Order is a part of and is governed by the provisions of the contract and is valid and binding only if and when signed by an authorized representative for both parties. Except as expressly modified by this Change Order, all other terms and conditions of the contract shall remain in full force and effect.

Contractor's Signature:   
 Print Name and Date: BRIAN STATLER 1-27-22  
 Project Manager's Signature:   
 County Executive's Signature: \_\_\_\_\_  
 Print Name and Date: \_\_\_\_\_


|                              |                    |
|------------------------------|--------------------|
| <b>TOTAL</b>                 | <b>\$12,686.39</b> |
| ORIGINAL CONTRACT            | \$103,838.00       |
| TOTAL PREVIOUS CHANGE ORDERS | \$0.00             |
| NEW CONTRACT AMOUNT          | \$116,524.39       |

\* Additional Signature Page Attached

Additional Signature Page  
Contract between St. Charles County Government  
And Metro Roofing  
RE: CO #1 21-062 Health Building Roof Replacement Project

CERTIFICATE OF DIRECTOR OF FINANCE

I certify pursuant to § 50.660 RSMo., as amended, that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made, each sufficient to meet this obligation.

  
\_\_\_\_\_  
Robert W. Schnur, Director of Finance



**Christine Ramsdell**  
Director of Facilities Management

**TO:** Members of the County Council  
Steve Ehlmann, County Executive

**CC:** Donna Vogt, Executive Assistant to the County Council  
Joann Leykam, Director of Administration  
John Greifzu, Assistant Director of Administration  
Rory O'Sullivan, Interim County Counselor

**FROM:** Christine Ramsdell, Director of Facilities Management

**DATE:** January 26, 2022

**SUBJECT:** Health Building Roof Replacement Change Order #1

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St. Charles County approved bid 21-062 for Metro Roofing to remove and replace the existing roof membrane and ridged insulation. It was discovered that the taper on the roof was sloped to the center and not flat as anticipated. At one point, the original roof drains were placed in the middle of the building and then later relocated to the roof edge. It was unknown that the correction of the roof slope had not been addressed when the roof drains were relocated. Due to long lead times, the roofing was not completed until late in December. This issue was identified after a rain event where there was standing water around each RTU. This causes a potential hazard during the winter where ice forms around the RTU's, making a dangerous condition for facilities staff when working on these RTU's. To resolve this issue, additional tapered insulation needs to be installed. Change order #1 includes the following changes.

- Install tapered insulation around all five RTU's.
- Adhere new PVC over the tapered insulation.

While removing the existing roofing membrane a worker struck the electrical line and the line-set to an RTU. This damaged the wire and allowed refrigerant to escape from the RTU. Kaiser repaired the conduit and ran new wire. C&R Mechanical replaced the line set and filled the RTU with new refrigerant. A deduct is included in this change order to cover the cost that the County incurred to repair the damage caused by contractor.

The original contract value was approved by Council for \$103,838.00. Below is a breakdown of the project costs to outline the Change Order #1. The total value of this project continues to be under the \$138,000.00 approved budget allocation.

Original Contract - \$103,838.00  
Change Order #1 - \$ 12,686.39 (12.2%)  
Total new Contract Value - \$116,524.39

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Ramsdell".



**METRO ROOFING  
& REPAIR SERVICE INC.**

PO. Box 420 HIGH RIDGE, MO 63049  
PH: 636.671.1390 FAX: 636.671.1570

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January 8, 2022

Brian Cox  
St. Charles County  
201 N. Second St.  
St. Charles, MO 63301

Re: St. Charles Health Building

Change Order Proposal: Ponding water at RTU's

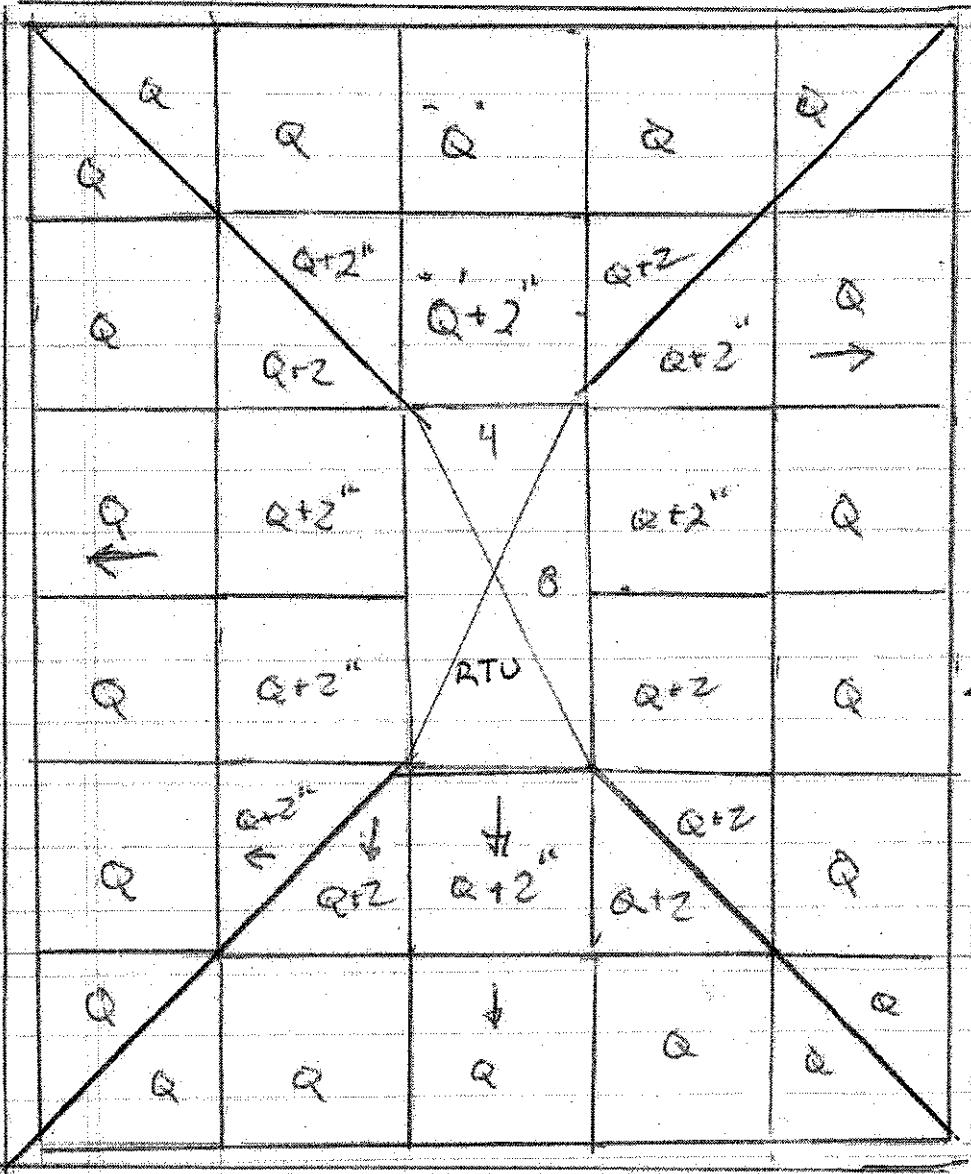
- 1) Around five (5) RTU's remove water and dry area.
- 2) Install tapered insulation as shown on attached sketch.
- 3) Adhere new PVC over insulation.
- 3) Clean up roof of all debris..

Metro Roofing Price \$14,234.00

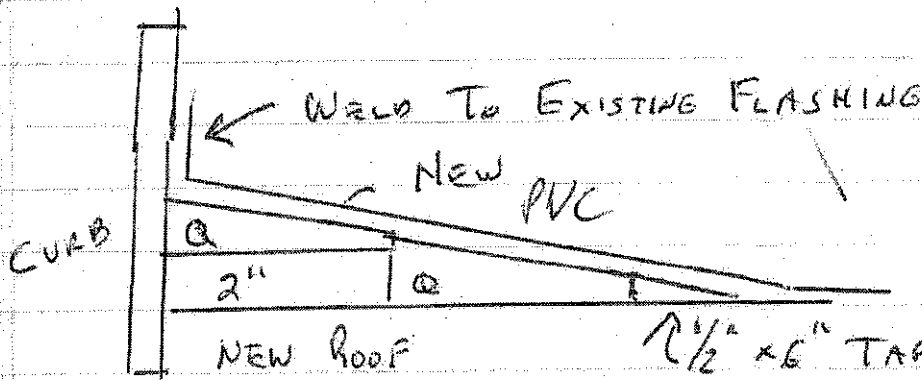
Respectfully Submitted,

Brian Statler  
Cell 314-575-0754

ST. CHARLES HEALTH



← 1/2" - 0"  
TAPERED EDGE



1/2" x 6" TAPERED EDGE  
GOES FROM 0" TO 1/2" - 6" WIDE