


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

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



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

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".