

MEMORANDUM

TO: Steve Ehlmann, County Executive

FROM: Tracy Bayne, Acting Director of Finance *TAB*

DATE: September 12, 2022

RE: **Change Order #1 – Seals Enterprises**
RE: 19-158 Wood Cleaning and Restoration

Attached please find Change Order #1 in the amount of **\$39,924.00**, to the contract with **Seals Enterprises** for the additional wood cleaning and restoration of the council chamber doors. Also included in this change order is the window and trim work around the front exterior and balcony doors. This increases the total amount of the contract to **\$78,924.00**.

Original Contract	\$ 39,000.00	
Change Order #1	\$ 39,924.00	[102.00% increase]

This change order increases the original contact total to greater than \$50,000, requiring approval of the St. Charles County Council as per 135.430 OSCCA Mo

The account number that will be charged for this purchase is 3014800-44370, 40910.

Enclosure
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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
Bob Schnur Assistant Director of Administration
Rory O'Sullivan, Interim County Counselor

FROM: Christine Ramsdell, Director of Facilities Management

DATE: August 25, 2022

SUBJECT: Wood Cleaning and Restoration Service Change Order #1

The Wood Cleaning & Restoration contract was approved August 7, 2020. At that time, we bid areas to be refinished as well as an hourly rate plus materials mark-up. The original bid was far higher than we had approved funding, so we have been identifying areas from the original bid and obtaining quotes for more specific work. We have successfully improved the main entrance interior doors and the side vestibule door areas on the 2nd floor of the Historic Courthouse between 2020 and 2021 with the approved funding amount. The contract has continued and this year we are asking for approval to perform additional work, which was included in our approved 2022 budget plan. This change order encompasses two additional areas to be refurbished to maintain the historic nature of the facility. Both areas being worked, as outlined below, are adjacent to the restoration work already completed.

Window and Trim Work

In 2019 and 2020, the exterior doors in the Historic Courthouse were replaced with custom doors that replicated the wood species and style as well as the finish of the original doors. The exterior doors that face the balcony were able to be refurbished instead of replaced at that time. After that work was completed, it was evident that the window and trim at two areas needed to be refinished to remove the paint and replace with a matching finish of the exterior door. The scope of work in this portion will refurbish the windows and trim on either side of the front exterior doors as well as the windows and trim on either side of the balcony doors.

Council Chamber Doors

The Doors leading into the Council Chambers are original to the building. These doors need to be refurbished to maintain their condition and prevent further wear. As part of this work, the finish for the doors and surrounding wood will be restored and hardware will be replaced, while keeping the original historic glass intact in the transom and sidelights.

Original Contract - \$39,000.00
Change Order #1 - \$39,924.00
Total new Contract Value - \$78,924.00 (102%)

The total value of this project, being performed in this budget year, is under the approved allocation of \$45,000.00.

Sincerely,