



LAKE COUNTY FOREST PRESERVES  
www.LCFPD.org

Preservation, Restoration, Education and Recreation

**DATE:** November 4, 2019

**MEMO TO:** Jessica Vealitzek, Chair  
Operations Committee

Terry Wilke, Chair  
Finance Committee

**FROM:** James Ballowe  
Director of Facilities

**RECOMMENDATION:** Approve Change Order No.1 to the Contract with Waukegan Roofing Co., Inc. for roof repair services increasing the Contract Amount by \$505.13.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** This contract was approved on May 15, 2019 in the amount of \$2,500.00. Change Order No. 1 will increase the contract amount by \$505.13 to a total Contract Price of \$3,005.13, which will cover the total cost of all work completed to date. The cost will be charged to the District's Roof Repair account 15574000-705000.

**BACKGROUND:** This contract is for roof repairs district-wide.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Purchasing Manager, Corporate Counsel

**Committee Motion:**

Motion to approve Change Order No. 1 to the Contract with Waukegan Roofing Co., Inc., for roof repair services in substantially the form attached hereto, for the following reasons:

- a. The circumstances necessitating the Change Order were not reasonably foreseeable at the time the Contract was signed.
- b. The Change Order is germane to the original Contract, as signed; and
- c. The Change Order is in the best interest of the District.

**OPERATIONS COMMITTEE:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes: \_\_\_\_Nays:\_\_\_\_  
 Voice Vote Majority Ayes; Nays:\_\_\_\_\_

**FINANCE COMMITTEE:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes: \_\_\_\_Nays:\_\_\_\_  
 Voice Vote Majority Ayes; Nays:\_\_\_\_\_



**Lake County Forest Preserve District  
CHANGE ORDER NO. 1**

**Date:** October 10, 2019

**Project No:** Blanket Purchase Order  
**Roof Repairs**  
District-wide

**Contractor:** **Waukegan Roofing Co., Inc.**  
252 Chaddick Drive  
Wheeling, IL 60090

**Original Contract Date:** May 15, 2019

**To the Contractor:** You are hereby authorized to make the following changes, subject to the Contract provisions.

<b>Bulletin No. 1</b>	Increase	\$ 505.13	20.21%
<b>TOTAL</b>	<b>Increase</b>	<b>\$ 505.13</b>	<b>20.21%</b>

<b>Original Contract Amount</b>		\$ 2,500.00	
<b>Change Order No. 1</b>	Increase	\$ 505.13	20.21%
<b>REVISED CONTRACT AMOUNT</b>		<b>\$ 3,005.13</b>	<b>20.21%</b>

**Time Extension:** NONE  
**Other Contracts Affected:** NONE

**Recommended By:**

\_\_\_\_\_  
Director of Facilities **DATE:** \_\_\_\_\_

**Approved By:**

\_\_\_\_\_  
Operations Committee **DATE:** \_\_\_\_\_

\_\_\_\_\_  
Finance Committee **DATE:** \_\_\_\_\_

\_\_\_\_\_  
Executive Director **DATE:** \_\_\_\_\_

**Accepted By:**

\_\_\_\_\_  
Contractor **DATE:** \_\_\_\_\_

**DISTRIBUTION: EXECUTED ORIGINAL:** Purchasing **COPIES:** Project Manager, Contractor  
(Executed Original is:  Hard Copy  E-Copy) *Decrease / No Cost Change /Time Change:* Accounting  
*Increase:* Munis  
**Original PO# 20190658**



Lake County Forest Preserve District  
Roof Repairs District-wide  
CHANGE ORDER NO. 1

BULLETIN NO. 1

YOU ARE HEREBY AUTHORIZED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:

THE FOLLOWING ITEMS ARE ADDED TO THE CONTRACT DOCUMENTS:

Item No. 1: Work completed to finish leaks at Independence Grove Forest Preserve

**Total Increase Item No. 1: \$ 505.13**

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**TOTAL CONTRACT INCREASE: \$ 505.13**