



## Request for Change Order/Amendment

<b>Project Name:</b>	Fleet Services Lube Pit Enhancements	<b>OCWUT Project No.:</b>	WM-0383 SM-0350
<b>Project Manager:</b>	Brent Ward	<b>Date of Award:</b>	June 21, 2022
<b>Project Consultant:</b>	Smith Roberts Baldischwiler	<b>Contractor:</b>	Jenco Const.
<b>Project Description:</b>	Fleet Services Lube Pit Enhancements		
<b>Type of Change:</b>	Construction		
<b>Change Order:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Change Order No. <u>1</u>	
<b>Amendment</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Amendment No. <u>1</u>	
<b>Impact:</b>	Time/Schedule <input checked="" type="checkbox"/> 30 Cost <input checked="" type="checkbox"/> \$22,250.00		Property <input type="checkbox"/> Public Health/Safety <input type="checkbox"/>
<b>Reason for Urgency:</b>	An additional amount of concrete repair is necessary to complete this project. 90 SF are needed to be added and constructed prior to the installation of the rail system for the North and South lube pit. This will also add an additional 30 calendar days to the contract to account for delays in material procurement.		
<b>Attachments:</b>	Consultant Addt'l Info <input type="checkbox"/> Construction Addt'l Info <input checked="" type="checkbox"/> Other:		
Will this be processed immediately for the next OCWUT Docket? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Comments/Notes:</b>			

### RECOMMENDED:

**Project Consultant:** Ryan C. Smith, P.E. (Smith Roberts Baldischwiler) 10/26/22  
Date  
**Project Manager:** Brent Ward 10/31/22  
Date  
**Project Supervisor:** Will Huggins 10/31/2022  
Date  
**Engineering Manager:** Crystal Kowalik 11/1/22  
Date

APPROVED TO PROCEED PRIOR TO OCWUT DOCKET

Yes ☒ No ☐

**Director Signature:** Chris Browning 11/1/22  
Date



## Request for Change Order / Amendment

### Additional Information

<b>Project Name:</b>	Fleet Services Lube Pit Enhancements	<b>OCWUT Project No.:</b>	WM-0383 SM-0350
<b>Project Manager:</b>	Brent Ward	<b>Work Order Date:</b>	June 1, 2022
<b>Project Consultant:</b>	Smith Roberts Baldischwiler	<b>Contractor:</b>	Jenco Const.

<b>APPROXIMATE CHANGE IN CONTRACT COST:</b>		
	<b>Cost</b>	<b>% Change from Original</b>
<b>Original Contract Cost:</b>	\$83,600.00	
<b>Total Previous Change Orders:</b>	\$0	0.0%
<b>Total Previous Amendments:</b>	\$0	0.0%
<b>Contract Cost prior to this CO/Amendment:</b>	\$83,600.00	
<b>Expected Cost Change from this Change Order:</b>	\$0	0.0%
<b>Expected Cost Change from this Amendment:</b>	\$22,500.00	26.91%
<b>Total Previous Change Orders + Expected Cost Change From This Change Order:</b>	\$0	0.0%
<b>Total Previous Amendments + Expected Cost Change from this Amendment:</b>	\$22,500.00	26.91%
<b>Total Expected Cost Changes from this Amendment/CO + Total Previous of Amendment/COs:</b>	\$22,500.00	26.91%
<b>Expected Contract Total after This CO/Amendment:</b>	\$106,100.00	

<b>APPROXIMATE CHANGE IN CONTRACT TIMES:</b>	
<b>All Contract times are in Calendar days</b>	
<b>Work Order Date:</b>	6/21/2022
<b>Original Contract Duration:</b>	120
<b>Original Completion Date:</b>	10/19/2022
<b>Increase Previous Change Orders:</b>	0
<b>Completion Date prior to this Change Order:</b>	10/19/2022
<b>Increase for this Change Order:</b>	30
<b>Completion Date Incorporating this Change Order:</b>	11/19/2022

**From:** [Jon Dowell](#)  
**To:** [Clark Campbell](#)  
**Subject:** Patch Repair  
**Date:** Tuesday, October 11, 2022 2:44:01 PM

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Clark,

Just to keep you updated. The first pit crack repair will be 59 sf. This is due to the chipped area that extended farther out than the existing angle that we discussed in the field. I believe the next bay will have around the same amount. Would you like to proceed with a change order through an amendment for the patch per pit or just one at the end of the project.

Thanks,

Jon Dowell  
Jenco Construction Co.  
121 N.E. 26<sup>th</sup> Street  
Oklahoma City, OK 73105  
(405) 525-6045  
(405) 525-6203 Fax  
[www.jencoconstruction.com](http://www.jencoconstruction.com)

**From:** [Jon Dowell](#)  
**To:** [Clark Campbell](#)  
**Subject:** FW: City of Okc Fleet Maintenance  
**Date:** Monday, September 26, 2022 11:58:54 AM  
**Attachments:** [image002.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image001.png](#)

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Clark,

The ladders shipped last Wednesday. We still have not received them. Once we do we will verify they are correct and not damaged and then we will schedule the work. I will give you and Jerry a start date by the end of the week. Congrats.

Thanks,

Jon Dowell  
Jenco Construction Co.  
121 N.E. 26<sup>th</sup> Street  
Oklahoma City, OK 73105  
(405) 525-6045  
(405) 525-6203 Fax  
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**From:** Justin Boisclair <jboisclair@fsindustries.com>  
**Sent:** Wednesday, September 21, 2022 11:37 AM  
**To:** Jon Dowell <jon@jencoconstruction.com>; Sarah Short <sarah@jencoconstruction.com>  
**Subject:** RE: City of Okc Fleet Maintenance

Hi Jon,  
Your order is marked to ship out today. I can send over the tracking info in the morning once the paperwork is scanned in. Hope you have a great afternoon!

**Justin Boisclair | Sales**



FS Industries, 20 Technology Way, W. Greenwich, RI 02817, USA  
Tel: 800-421-0314; Fax: 401-421-5679 [www.fsindustries.com](http://www.fsindustries.com)

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**From:** Justin Boisclair  
**Sent:** Monday, September 19, 2022 9:27 AM  
**To:** Jon Dowell <[jon@jencoconstruction.com](mailto:jon@jencoconstruction.com)>; Sarah Short <[sarah@jencoconstruction.com](mailto:sarah@jencoconstruction.com)>  
**Subject:** RE: City of Okc Fleet Maintenance

Good Morning Jon,  
Our galvanizer is a bit behind. These are being picked up this afternoon. They will get cleaned and should head to powder coat tomorrow. They should ship mid to end of this week.

**Justin Boisclair | Sales**



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**From:** Jon Dowell [<mailto:jon@jencoconstruction.com>]  
**Sent:** Monday, September 19, 2022 8:39 AM  
**To:** Justin Boisclair <[jboisclair@fsindustries.com](mailto:jboisclair@fsindustries.com)>; Sarah Short <[sarah@jencoconstruction.com](mailto:sarah@jencoconstruction.com)>  
**Subject:** RE: City of Okc Fleet Maintenance

Justin,

Do you know if our ladders ended up shipping? If so can you provide the tracking numbers.

Thanks,

Jon Dowell  
Jenco Construction Co.  
121 N.E. 26<sup>th</sup> Street  
Oklahoma City, OK 73105  
(405) 525-6045  
(405) 525-6203 Fax  
[www.jencoconstruction.com](http://www.jencoconstruction.com)

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**From:** Justin Boisclair <[jboisclair@fsindustries.com](mailto:jboisclair@fsindustries.com)>  
**Sent:** Wednesday, August 31, 2022 11:04 AM  
**To:** Sarah Short <[sarah@jencoconstruction.com](mailto:sarah@jencoconstruction.com)>  
**Cc:** Jon Dowell <[jon@jencoconstruction.com](mailto:jon@jencoconstruction.com)>  
**Subject:** RE: City of Okc Fleet Maintenance

Good Morning Sarah/Jon,  
Your order is currently at the galvanizer. They are a bit backed up at this time. I just wanted to let you know we have your order scheduled to ship on 9/16/22. Hope you have a great day!

**Justin Boisclair | Sales**



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**From:** Justin Boisclair  
**Sent:** Friday, July 22, 2022 11:11 AM  
**To:** Sarah Short <[sarah@jencoconstruction.com](mailto:sarah@jencoconstruction.com)>  
**Subject:** RE: City of Okc Fleet Maintenance

Good Morning Sarah,  
I have your receipt attached. Hope you have a great weekend!

**Justin Boisclair | Sales**



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Tel: 800-421-0314; Fax: 401-421-5679 [www.fsindustries.com](http://www.fsindustries.com)

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**From:** Sarah Short [<mailto:sarah@jencoconstruction.com>]  
**Sent:** Thursday, July 21, 2022 4:02 PM  
**To:** Justin Boisclair <[jboisclair@fsindustries.com](mailto:jboisclair@fsindustries.com)>  
**Subject:** RE: City of Okc Fleet Maintenance  
**Importance:** High

Good Afternoon Justin,

Can you confirm that this payment has been processed? I still have yet to receive a payment receipt.

Should you have any questions please contact this office.

**Sarah Short**  
**Jenco Construction**  
**121 N.E. 26<sup>th</sup> Street**  
**Oklahoma City, OK 73105**  
**(405) 525 – 6045**  
**(405) 525 – 6203 Fax**  
**[www.jencoconstruction.com](http://www.jencoconstruction.com)**

**From:** Justin Boisclair <[jboisclair@fsindustries.com](mailto:jboisclair@fsindustries.com)>  
**Sent:** Wednesday, July 20, 2022 4:00 PM  
**To:** Sarah Short <[sarah@jencoconstruction.com](mailto:sarah@jencoconstruction.com)>  
**Cc:** Jon Dowell <[jon@jencoconstruction.com](mailto:jon@jencoconstruction.com)>  
**Subject:** RE: City of Okc Fleet Maintenance

Hi Sarah and Jon,

Thank you for your order! I just turned everything in to be typed up and get you on the schedule. Accounting should send over a receipt once they run your card in the morning. If you don't see anything by the afternoon just let me know and ill make sure that gets over to you. Hope you both have a great evening.

**Justin Boisclair | Sales**



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**From:** Sarah Short [<mailto:sarah@jencoconstruction.com>]  
**Sent:** Wednesday, July 20, 2022 4:14 PM  
**To:** Justin Boisclair <[jboisclair@fsindustries.com](mailto:jboisclair@fsindustries.com)>  
**Cc:** Jon Dowell <[jon@jencoconstruction.com](mailto:jon@jencoconstruction.com)>  
**Subject:** FW: City of Okc Fleet Maintenance

Good Afternoon,

Please see attached CC information and signed quote. Please email receipt once payment has been processed.

Should you have any questions please contact this office.

**Sarah Short**  
**Jenco Construction**  
**121 N.E. 26<sup>th</sup> Street**  
**Oklahoma City, OK 73105**  
**(405) 525 – 6045**  
**(405) 525 – 6203 Fax**  
**[www.jencoconstruction.com](http://www.jencoconstruction.com)**

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**From:** Jon Dowell <[jon@jencoconstruction.com](mailto:jon@jencoconstruction.com)>  
**Sent:** Wednesday, July 20, 2022 3:01 PM  
**To:** Sarah Short <[sarah@jencoconstruction.com](mailto:sarah@jencoconstruction.com)>  
**Subject:** FW: City of Okc Fleet Maintenance

Sarah,

See attached.

Jon Dowell  
Jenco Construction Co.  
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Oklahoma City, OK 73105  
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**From:** Justin Boisclair <[jboisclair@fsindustries.com](mailto:jboisclair@fsindustries.com)>  
**Sent:** Thursday, July 14, 2022 2:16 PM  
**To:** Jon Dowell <[jon@jencoconstruction.com](mailto:jon@jencoconstruction.com)>  
**Subject:** FW: City of Okc Fleet Maintenance

Good Afternoon Jon,

Hope all is well. I just wanted to follow up on our quote and see how we were. Hope you have a great evening.

Justin Boisclair | Sales



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**From:** Justin Boisclair  
**Sent:** Thursday, July 7, 2022 2:01 PM  
**To:** 'Jon Dowell' <[jon@jencoconstruction.com](mailto:jon@jencoconstruction.com)>  
**Subject:** RE: City of Okc Fleet Maintenance

Good Afternoon Jon,  
Not a problem at all. I have your new quote attached. Upon ordering I would need the approval page from our quote filled out and returned along with payment by wire transfer, credit card, or check. If you need anything else please let me know. Hope you have a great afternoon.

Justin Boisclair | Sales



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Tel: 800-421-0314; Fax: 401-421-5679 [www.fsindustries.com](http://www.fsindustries.com)

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**From:** Jon Dowell [<mailto:jon@jencoconstruction.com>]  
**Sent:** Thursday, July 7, 2022 12:36 PM  
**To:** Justin Boisclair <[jboisclair@fsindustries.com](mailto:jboisclair@fsindustries.com)>  
**Subject:** RE: City of Okc Fleet Maintenance

Justin,

They approved the request for the powder coating. I have attached the revised order with the correct ladders now. Will you please send the cut sheets for the ladders and a new quote for the ladders below. I'm sorry for doing this twice. I will get them approved and signed off on and complete the order.

Thanks,