

CHANGE ORDER NO. 4

OWNER	City of Baxter	DATE	January 14, 2026
CONTRACTOR	Pratt's Affordable Excavating Inc.	SEH No.	BAXTE 181112
ENGINEER	SEH	City No.	6011-45040
Project	2025 Water Supply Improvements – Wells 5 & 6: Contract B – Raw Water Main & Electrical Imp		

You are directed to make the following changes in the Contract Documents:

Description:

The categories and items below are listed to provide background, added contract items, or adjustments to contract items to identify changes to the contract.

Part 1:

Upon completion of wall heaters in the vaults, City Staff noted that thermostats were desirable with a configuration to match the configuration in the City's water tower control rooms. City staff requested that the thermostats be installed and requested them to be installed near the freeze alarm. Thermostats were provided, and conduit/wiring modifications were completed in each vault. Payment for the work is accounted for in the item below.

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
101	VAULT THERMOSTATS AND WIRING	LUMP SUM	1.00	\$2,118.90	\$2,118.90
TOTAL					\$2,118.90

Part 2:

The plan called for a dehumidifier to be "supplied and installed by others". The intent was to have this work completed by City Staff. During the project, it was suggested to have the Contractor complete the installation of the dehumidifier and drain piping. Payment for the work is accounted for in the item below.

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
102	DEHUMIDIFIERS	LUMP SUM	1.00	\$1,223.50	\$1,223.50
TOTAL					\$1,223.50

Part 3:

The ladders that were provided for the vaults did not extend to the top of the vault. The Contractor ordered a short ladder extension for each vault, and installed the extensions. Payment for the work is accounted for in the item below.

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
103	LADDER EXTENSIONS	LUMP SUM	1.00	\$2,552.26	\$2,552.26
TOTAL					\$2,552.26

Part 4:

The flowmeter supplied as part of Contract C did not work properly during the startup procedures. The Contractor that supplied the flowmeter suggested that an alternate gasket material was required to be used due the generally lower pressure in the system. The Contractor (Pratt's) ordered the alternate material and disassembled the valve to install the gasket. Payment for the work is accounted for in the item below.

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
104	REPLACE GASKETS IN AIR RELEASE VALVE	LUMP SUM	1.00	\$655.99	\$655.99
TOTAL					\$655.99

Attachments:

Supporting documentation from Holden Electric and Pratt's Affordable Excavating, Inc.

ITEM	CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES	
		Substantial Completion	Ready for Final Payment
Original Contract Price:	\$1,124,854.10	09/26/2025	10/31/2025
Net increase (decrease) from previous Change Order No. 1 to 3:	\$77,317.93	10/31/2025	06/12/2026
Contract price prior to the Change Order:	\$1,202,172.03	10/31/2025	06/12/2026
Net increase (decrease) of this Change Order:	\$6,550.65	No Change	No Change
Contract price with all approved Change Orders:	\$1,208,722.68	10/31/2025	06/12/2026

In accordance with the Minnesota Uniform Transaction Act, an electronic signature on this document is binding and afforded the same effect as if the document was signed by hand.

RECOMMENDED:

SEH
13850 Bluestem Court, Suite 150
Baxter, MN 56425

By: 
Title: Project Engineer
Date: 01/22/2026

ACCEPTED

Pratt's Affordable Excavating Inc.
23069 Swan Lane
Merrifield, MN 56465

By: Laura Pratt
Title: Treasurer
Date: 1/23/26

APPROVED:

City of Baxter Utilities Commission
13190 Memorywood Drive
Baxter, MN 56425

By: _____
Title: _____
Date: _____

APPROVED:

City of Baxter
13190 Memorywood Drive
Baxter, MN 56425

By: _____
Title: _____
Date: _____

APPROVED:

City of Baxter
13190 Memorywood Drive
Baxter, MN 56425

By: _____
Title: _____
Date: _____



HOLDEN ELECTRIC CORPORATE OFFICE

7669 COLLEGE ROAD
BAXTER, MN 56425
TELEPHONE: (218) 829-4759
FAX: 218-829-4121

AGATE ELECTRIC DIVISION OFFICE

925 20TH AVENUE
TWO HARBORS, MN 55616
EMAIL: jjohnson@holdenelectric.com
WEBSITE: www.holdenelectric.com

DATE: November 19, 2025
TO: Shawn Pratt
RE: **Baxter WTP Added Line voltage stats in vaults**

Shawn,

The following will be the cost associated with the added Line voltage Stats
in the meter vaults
Please see attached backup.

Total Price = \$2,018.00
Including 5% Markup = \$2,118.90

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jesse Johnson".

Jesse Johnson
Vice President / PM
Holden Electric Co., Inc.

**Baxter WTP Added Stats to wells
Totals (Summary) - Bid Summary: Default**

Material	
Non-Quoted	\$266.43
Quotes	0.00
Sales Tax (7.88%)	20.99
Total Material	\$287.42
Labor	
Direct (12.00 hours @ \$110.00)	\$1,320.00
Non-Productive Labor	132.00
Total Labor (12.00 hours)	\$1,452.00
Direct Job Expenses	\$0.00
Tools and Miscellaneous Materials	24.11
Subcontracts	0.00
Job Subtotal (Prime Cost)	\$1,763.53
Overhead (9.00%)	158.72
Profit (5.00%)	96.11
Job Total	\$2,018.36
Actual Bid Price	
	\$2,018.36
Material to Direct Labor ratio: 0.18	
Prime Cost per square foot	\$0.00
Job Total per square foot	\$0.00
Actual Bid Price per square ft	\$0.00
Labor cost per square foot	\$0.00
Labor hours per square foot	0.00
Gross Profit %	12.63
Gross Profit \$	\$254.83
Net Profit %	4.76

Baxter WTP Added Stats to wells
Material List By Phase

Item #	Description	Quantity
--- 01 Raceway, Fittings & Boxes ---		
2356	3/4" Conduit Hanger w/Bolt	8.00
13261	4X4X2 PVC Electric Box	6.00
--- 05 Wiring Device & Covers ---		
8261	Grndscr&Bare Pigtail	6.00
--- 06 Underground/Site ---		
1188	3/4" PVC Conduit	30.00
--- 07 Misc ---		
6839	Red Wirenuts	10.00
--- 18 Phase #18 ---		
T0001	Line voltage 1 pole stats	4.00

Pratt's Affordable Excavating, Inc.

23069 Swan Lane
Merrifield, MN 56465

Bill To

City of Baxter
13190 Memorywood Drive
Baxter, MN 56425

Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

New e-mail address? Enter here: _____

Pratt's Affordable Excavating, Inc.

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT.

23069 Swan Lane
Merrifield, MN 56465

Terms	Project
Due on receipt	

Description	Qty	Rate	Amount
Vaults Sand 6 needed dehumidifiers installed in them to keep moisture down. We purchased and installed them from Menards. parts: dehumidifiers 368.26 x 15%		423.50	423.50
Hours for 2 laborers 4 hours each	4	100.00	400.00
	4	100.00	400.00
			<u>400.00</u>
			\$1223.50

8
S

 Order Confirmation

Thank you for your order!

Order Confirmation Number: 66193579

An email will be sent to slpratt@brainerd.net

shortly with your order information including order tracking information. Please print this email for your records and make note of this confirmation number.

 Pick Up at Store

Store Location

BAXTER
15236 DELLWOOD DR
BAXTER, MN 56401



Pelonis® 35-Pint Gravity Drain Dehumidifier

SKU: 6235336

\$169.99/each

QTY: 2

\$339.98

Order Summary

Merchandise Subtotal: \$339.98

Processing Fees: \$1.40

Sales Tax: \$26.88

Total \$368.26

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Neil Heinonen

From: Laura Pratt <slpratt@brainerd.net>
Sent: Tuesday, January 20, 2026 8:43 AM
To: Neil Heinonen
Cc: Shane Murphy
Subject: CO Baxter

Good morning!

1. We added a 2' in one vault and a 3' ladder extension in the other vault as requested.

labor: 2 laborers 1.5 hours each = 3 hours x 100 = \$300

parts: 2,252.26

total = \$2,552.26

2. Rebuild air release valves with gaskets for low pressure flow

labor: 2 laborers 1.5 hours each = 3 hours x 100 = 300

parts: 355.99

total = \$655.99



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice #	Y196170
Invoice Date	1/08/26
Account #	207532
Sales Rep	BRIAN STENSLAND
Phone #	320-258-3010
Branch # 247	St Cloud, MN
Total Amount Due	\$2,002.05

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146

203 1 MB 0.672 E0187X I0265 D14840642916 S2 P10971382 0001:0001



PRATT'S AFFORDABLE EXCAVATING
23069 SWAN LN
MERRIFIELD MN 56465-4516

Shipped to:

Pratt's affordable shop:
5558 Pine Beach Road
Attn: Shawn
BAXTER, MN

CUSTOMER JOB- CSAH77 CSAH 77 IMP LADDER EXT'S

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
12/01/25	12/30/25	LADDER EXT'S	CSAH 77 IMP	CSAH77		BEST WAY	Y196170

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
	CORE & MAIN PO#- 2698491						
/26018482438	L6K FIELD KIT - 2' 02AEHAHAAAA 2'	1	1		635.45000	EA	635.45
/26018482439	L6K FIELD KIT - 3' 03AEHAHAAAA 3'	1	1		920.45000	EA	920.45

Baxter WT

concrete access

*+10% =
2202.26
50.00
2252.26*

EXCITING NEWS!

We have some system changes coming.

Use the QR code to learn more!



Freight	Delivery	Handling	Restock	Misc.
\$300.00				

Subtotal:	1,555.90
Other:	300.00
Tax:	146.15
Invoice Total:	\$2,002.05

Terms: NET 30
Ordered By: SHAWN / LAURA

This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <https://coreandmain.com/terms-of-sale/>.