

AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Add Cooling Tower-Central Fire House, Bay St. Louis MS	CONTRACT INFORMATION: Contract For: General Construction Date: May 1, 2024	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: 11/11/2024
OWNER: <i>(Name and address)</i> City of Bay St. Louis 688 Highway 90 Bay St. Louis MS 39520	ARCHITECT: <i>(Name and address)</i> Stephens Mechanical LLC 925 Tommy Munro Dr., Ste B Biloxi, MS 39532	CONTRACTOR: <i>(Name and address)</i> DNP Inc. 15465 Hudson Krohn Rd Biloxi, MS 39532

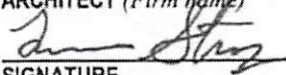
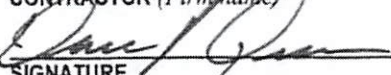
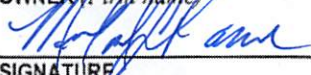
THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original Contract Sum was	\$ 293,100.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 293,100.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 22,600.00
The new Contract Sum including this Change Order will be	\$ 315,700.00
The Contract Time will be increased by fifty six (056) days.	
The new date of Substantial Completion will be	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Stephens Mechanical LLC ARCHITECT <i>(Firm name)</i>	DNP, Inc CONTRACTOR <i>(Firm name)</i>	City of Bay St. Louis OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Lawrence Stephens PE, President PRINTED NAME AND TITLE	DAREN P. QUAVE PRINTED NAME AND TITLE	MIKE FAURE, Mayor PRINTED NAME AND TITLE
11/11/2024 DATE	11-12-24 DATE	11-20-24 DATE

Transmittal Letter

January 25, 2025

Stephens Mechanical Engineering

925 Tommy Munro Drive
 Suite B
 Biloxi, MS 39532
 (228) 207-3322 (228) 207-3346
<http://stephensmechena.com/>



STEPHENS
 MECHANICAL ENGINEERING LLC.

Subject: Pay App #retainage

Job Number: 23056

We are sending you					
<input checked="" type="checkbox"/>	Attached	Under Separate Cover via:			
	Shop Drawings	Prints	Plans	Other:	
	Copy of Letter	Change Order	Samples		
	Total Quantity	Reproducible	Specification		

Submittal	Quantity	Date	DWG. #	Description
	1	1/20/2025		Pay Request Application -#retainage

These are transmitted as checked below			
	X	Approved as Submitted	Resubmit copies for approval
<input checked="" type="checkbox"/> For Your Use		Approved as Noted	Submit [#] copies for distribution
As Requested		Returned for Corrections	Return [#] corrected prints
For Review and Comment		Revise and Resubmit/Work May Not Proceed	
FOR BIDS DUE: [Type text here]			PRINTS RETURNED AFTER LOAN
Comments:			
Copy to:			
file	_____ Lawrence Stephens		

APPLICATION AND CERTIFICATE FOR PAYMENT

D.N.P. PROJECT#: 2410

TO (OWNER): City of Bay St. Louis
688 Hwy. 90, Bay St. Louis, MS 39520

FROM (CONTRACTOR) D.N.P., INC
P.O. BOX 6399
d'IBERVILLE, MS 39540-6399

PROJECT NAME: Add Cooling Tower at Central Fire Station
543 Main Street, Bay St. Louis, MS 39520

VIA (ARCHITECT) Stephens Mechanical, LLC
925 Tommy Munro Drive, STE B, Biloxi, MS

Contract#: n/a

APPLICATION NUMBER: 4RET
PERIOD TO: 1/20/2025
ARCHITECT'S PROJECT NO: n/a
CONTRACT DATE: 5/1/2024

Distribution to:
() OWNER
() ARCHITECT
() CONTRACTOR
()
()

CONTRACT FOR: Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$ -	\$ -
Approved this Month			
Number	Date Approved		
CO# 001	11/11/2024	\$ 22,600.00	
TOTALS		\$ 22,600.00	\$ -
Net change by Change Orders		\$ 22,600.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for the previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: D.N.P., INC
P.O. BOX 6399
d'IBERVILLE, MS 39540-6399

By:  Date: 1/20/2025

ARCHITECT'S CERTIFICATE FOR PAYMENT

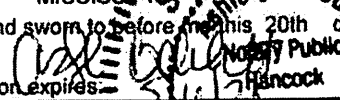
In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$ 293,100.00
2. Net Change by Change Orders	\$ 22,600.00
3. CONTRACT SUM TO DATE	\$ 315,700.00
4. TOTAL COMPLETED AND STORED TO DATE	\$ 315,700.00
(Column G on continuation sheet)	
5. RETAINAGE:	
a. 0 % of Completed Work	\$ -
(Col. D+E on continuation sheet)	
b. 0 % of Stored Material	\$ -
(Col. F on continuation sheet)	
Total retainage (Line 5a+5b or total in column I of continuation sheet.)	\$ -
6. TOTAL EARNED LESS RETAINAGE	\$ 315,700.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 299,915.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$ 15,785.00
9. BALANCE TO FINISH, PLUS RETAINAGE	\$ -
(Line 3 less Line 8)	

State of: MISSISSIPPI County of: HARRISON

Subscribed and sworn to before me this 20th day of January, 2025

Notary Public:  Hancock County

My Commission expires: 06/17/2025

AMOUNT CERTIFIED: \$ 15,785.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:  Date: 1/25/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractors signed Certification is attached

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 4RET

APPLICATION DATE: 1/20/2025

PERIOD TO: 1/20/2025

ARCHITECT'S PROJECT NC n/a

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO		H BALANCE TO FINISH C-G	I RETAINAGE 0%
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		DATE (D+E+F)	% (G/C)		
1	Bonds/Insurance	\$ 4,400.00	\$ 4,400.00	\$ -		\$ 4,400.00	100	\$ -	\$ -
2	Mobilize	\$ 5,000.00	\$ 5,000.00	\$ -		\$ 5,000.00	100	\$ -	\$ -
3	Procure HVAC equipment	\$ 135,000.00	\$ 135,000.00	\$ -		\$ 135,000.00	100	\$ -	\$ -
4	Concrete	\$ 9,500.00	\$ 9,500.00	\$ -		\$ 9,500.00	100	\$ -	\$ -
5	Structural steel	\$ 4,000.00	\$ 4,000.00	\$ -		\$ 4,000.00	100	\$ -	\$ -
6	Set tower	\$ 2,500.00	\$ 2,500.00	\$ -		\$ 2,500.00	100	\$ -	\$ -
7	Pipe tower	\$ 46,000.00	\$ 46,000.00	\$ -		\$ 46,000.00	100	\$ -	\$ -
8	Install boiler	\$ 12,000.00	\$ 12,000.00	\$ -		\$ 12,000.00	100	\$ -	\$ -
9	Install gas	\$ 2,500.00	\$ 2,500.00	\$ -		\$ 2,500.00	100	\$ -	\$ -
10	Install chemicals	\$ 9,500.00	\$ 9,500.00	\$ -		\$ 9,500.00	100	\$ -	\$ -
11	DDC controls	\$ 31,000.00	\$ 31,000.00	\$ -		\$ 31,000.00	100	\$ -	\$ -
12	Insulation	\$ 4,500.00	\$ 4,500.00	\$ -		\$ 4,500.00	100	\$ -	\$ -
13	Test and balance	\$ 1,200.00	\$ 1,200.00	\$ -		\$ 1,200.00	100	\$ -	\$ -
14	Electrical	\$ 26,000.00	\$ 26,000.00	\$ -		\$ 26,000.00	100	\$ -	\$ -
15				\$ -		\$ -	0	\$ -	\$ -
16	CO#001	\$ 22,600.00	\$ 22,600.00	\$ -		\$ 22,600.00	100	\$ -	\$ -
17				\$ -		\$ -	0	\$ -	\$ -
18				\$ -		\$ -	0	\$ -	\$ -
19				\$ -		\$ -	0	\$ -	\$ -
20				\$ -		\$ -	0	\$ -	\$ -
21				\$ -		\$ -	0	\$ -	\$ -
22				\$ -		\$ -	0	\$ -	\$ -
23				\$ -		\$ -	0	\$ -	\$ -
24				\$ -		\$ -	0	\$ -	\$ -
25				\$ -		\$ -	0	\$ -	\$ -
26				\$ -		\$ -	0	\$ -	\$ -
27				\$ -		\$ -	0	\$ -	\$ -
28				\$ -		\$ -	0	\$ -	\$ -
29				\$ -		\$ -	0	\$ -	\$ -
30				\$ -		\$ -	0	\$ -	\$ -
31				\$ -		\$ -	0	\$ -	\$ -
32				\$ -		\$ -	0	\$ -	\$ -
33				\$ -		\$ -	0	\$ -	\$ -
34				\$ -		\$ -	0	\$ -	\$ -
35				\$ -		\$ -	0	\$ -	\$ -
	TOTALS	\$ 315,700.00	\$ 315,700.00	\$ -	\$ -	\$ 315,700.00	100%	\$ -	\$ -

Transmittal Letter

January 25, 2025

Stephens Mechanical Engineering

925 Tommy Munro Drive
 Suite B
 Biloxi, MS 39532
 (228) 207-3322 (228) 207-3346
<http://stephensmechena.com/>



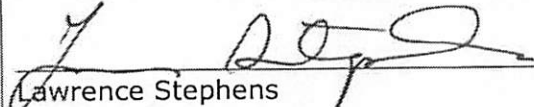
STEPHENS
 MECHANICAL ENGINEERING LLC.

Subject: Pay App #3

Job Number: 23056

We are sending you				
x	Attached	Under Separate Cover via:		
	Shop Drawings	Prints	Plans	Other:
	Copy of Letter	Change Order	Samples	
	Total Quantity	Reproducible	Specification	

Submittal	Quantity	Date	DWG. #	Description
	1	1/20/2025		Pay Request Application -#3

These are transmitted as checked below			
	X	Approved as Submitted	Resubmit copies for approval
x		Approved as Noted	Submit [#] copies for distribution
		Returned for Corrections	Return [#] corrected prints
		Revise and Resubmit/Work May Not Proceed	
FOR BIDS DUE: [Type text here]			PRINTS RETURNED AFTER LOAN
Comments:			
Copy to:			
file	 Lawrence Stephens		

APPLICATION AND CERTIFICATE FOR PAYMENT

D.N.P. PROJECT#: 2410

TO (OWNER): City of Bay St. Louis
688 Hwy. 90, Bay St. Louis, MS 39520
FROM (CONTRACTOR): D.N.P., INC
P.O. BOX 6399
d'IBERVILLE, MS 39540-6399

PROJECT NAME: Add Cooling Tower at Central Fire Station
543 Main Street, Bay St. Louis, MS 39520
VIA (ARCHITECT): Stephens Mechanical, LLC
925 Tommy Munro Drive, STE B, Biloxi, MS
Contract#: n/a

APPLICATION NUMBER: 3
PERIOD TO: 1/20/2025
ARCHITECT'S PROJECT NUMBER: n/a
CONTRACT DATE: 5/1/2024
Distribution to:
() OWNER
() ARCHITECT
() CONTRACTOR
()

CONTRACT FOR: Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$ -	\$ -
Approved this Month			
Number	Date Approved	\$ 22,600.00	
CO# 001	11/11/2024		
TOTALS		\$ 22,600.00	\$ -
Net change by Change Orders		\$ 22,600.00	

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

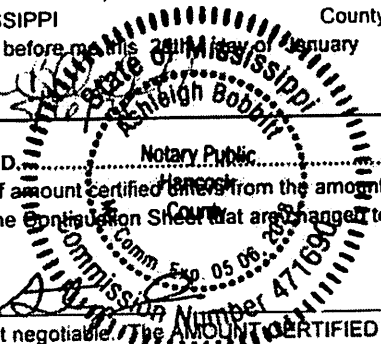
1. ORIGINAL CONTRACT SUM	\$ 293,100.00
2. Net Change by Change Orders	\$ 22,600.00
3. CONTRACT SUM TO DATE	\$ 315,700.00
4. TOTAL COMPLETED AND STORED TO DATE	\$ 315,700.00
(Column G on continuation sheet)	
5. RETAINAGE:	
a. 5 % of Completed Work	\$ 15,785.00
(Col. D+E on continuation sheet)	
b. 5 % of Stored Material	\$ -
(Col. F on continuation sheet)	
Total retainage (Line 5a+5b or total in column I of continuation sheet)	\$ 15,785.00
6. TOTAL EARNED LESS RETAINAGE	\$ 299,915.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 273,790.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$ 26,125.00
9. BALANCE TO FINISH, PLUS RETAINAGE	\$ 15,785.00
(Line 3 less Line 6)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for the previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: D.N.P., INC
P.O. BOX 6399
d'IBERVILLE, MS 39540-6399

By: *[Signature]* Date: 1/20/2025

State of: MISSISSIPPI County of: HARRISON
Subscribed and sworn to before me this 20th day of January, 2025
Notary Public: *[Signature]*
My Commission expires: 05/06/2028



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 26,125.00
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)
ARCHITECT:
By: *[Signature]* Date: 1/25/2025
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractors signed Certification is attached

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 3

APPLICATION DATE: 1/20/2025

PERIOD TO: 1/20/2025

ARCHITECT'S PROJECT NC n/a

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH C-G)	I RETAINAGE 5%
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		% (G/C)			
1	Bonds/Insurance	\$ 4,400.00	\$ 4,400.00	\$ -		\$ 4,400.00	100	\$ -	\$ 220.00
2	Mobilize	\$ 5,000.00	\$ 5,000.00	\$ -		\$ 5,000.00	100	\$ -	\$ 250.00
3	Procure HVAC equipment	\$ 135,000.00	\$ 135,000.00	\$ -		\$ 135,000.00	100	\$ -	\$ 6,750.00
4	Concrete	\$ 9,500.00	\$ 9,500.00	\$ -		\$ 9,500.00	100	\$ -	\$ 475.00
5	Structural steel	\$ 4,000.00	\$ 4,000.00	\$ -		\$ 4,000.00	100	\$ -	\$ 200.00
6	Set tower	\$ 2,500.00	\$ 2,500.00	\$ -		\$ 2,500.00	100	\$ -	\$ 125.00
7	Pipe tower	\$ 46,000.00	\$ 46,000.00	\$ -		\$ 46,000.00	100	\$ -	\$ 2,300.00
8	Install boiler	\$ 12,000.00	\$ 10,800.00	\$ 1,200.00		\$ 12,000.00	100	\$ -	\$ 600.00
9	Install gas	\$ 2,500.00	\$ 2,500.00	\$ -		\$ 2,500.00	100	\$ -	\$ 125.00
10	Install chemicals	\$ 9,500.00	\$ 8,550.00	\$ 950.00		\$ 9,500.00	100	\$ -	\$ 475.00
11	DDC controls	\$ 31,000.00	\$ 29,450.00	\$ 1,550.00		\$ 31,000.00	100	\$ -	\$ 1,550.00
12	Insulation	\$ 4,500.00	\$ 4,500.00	\$ -		\$ 4,500.00	100	\$ -	\$ 225.00
13	Test and balance	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00		\$ 1,200.00	100	\$ -	\$ 60.00
14	Electrical	\$ 26,000.00	\$ 26,000.00	\$ -		\$ 26,000.00	100	\$ -	\$ 1,300.00
15				\$ -		\$ -	0	\$ -	\$ -
16	CO#001	\$ 22,600.00		\$ 22,600.00		\$ 22,600.00	100	\$ -	\$ 1,130.00
17				\$ -		\$ -	0	\$ -	\$ -
18				\$ -		\$ -	0	\$ -	\$ -
19				\$ -		\$ -	0	\$ -	\$ -
20				\$ -		\$ -	0	\$ -	\$ -
21				\$ -		\$ -	0	\$ -	\$ -
22				\$ -		\$ -	0	\$ -	\$ -
23				\$ -		\$ -	0	\$ -	\$ -
24				\$ -		\$ -	0	\$ -	\$ -
25				\$ -		\$ -	0	\$ -	\$ -
26				\$ -		\$ -	0	\$ -	\$ -
27				\$ -		\$ -	0	\$ -	\$ -
28				\$ -		\$ -	0	\$ -	\$ -
29				\$ -		\$ -	0	\$ -	\$ -
30				\$ -		\$ -	0	\$ -	\$ -
31				\$ -		\$ -	0	\$ -	\$ -
32				\$ -		\$ -	0	\$ -	\$ -
33				\$ -		\$ -	0	\$ -	\$ -
34				\$ -		\$ -	0	\$ -	\$ -
35				\$ -		\$ -	0	\$ -	\$ -
	TOTALS	\$ 315,700.00	\$ 288,200.00	\$ 27,500.00	\$ -	\$ 315,700.00	100%	\$ -	\$ 15,785.00