



# City of Green Cove Springs Florida

Phone: (904) 297-7500  
Fax: (904) 284-4849

321 Walnut Street  
Green Cove Springs, FL 32043

[www.greencovesprings.com](http://www.greencovesprings.com)  
Florida Relay - Dial 7-1-1

November 26, 2024

Michael Bourre  
Bourre Construction Group  
3168 Hwy 17 S  
Suite B  
Fleming Island, FL 32003

RE: River House Restoration Second Change Order Approval

Dear Mr. Bourre,

The City has agreed to the additional costs for the Rivers House Restoration as set forth in the attached change order submitted on November 25, 2024 in the amount of \$10,752.00.

As such, please accept this letter as **Notice to Proceed** on the **Rivers House** on the additional scope of work set forth in the change order. Invoicing shall be provided monthly pursuant to City policy. Biweekly meetings between the project manager and the contractor shall be conducted to identify and discuss the upcoming activities to be completed.

I will serve as the Project Manager for this project. Please contact me directly at [mdaniels@greencovesprings.com](mailto:mdaniels@greencovesprings.com) if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Michael Daniels". The signature is fluid and cursive.

Michael Daniels, AICP  
Development Services Director

*Members of Florida League of Cities*

PO # 2726116  
CO # 2



Printed: Nov 25, 2024

3168 Hwy 17 S, Ste B, Fleming Island, FL 32003

Phone: (904) 602-5220

### Change Order

**Owner Info**

City of Green Cove Springs C/O Michael Daniels  
321 Walnut Street  
Green Cove Springs, FL 32043

**Job Info**

219 Spring Street  
Green Cove Springs, FL 32043

**Change Order ID**

CO-Rivers House 2

### Rivers House

CO ID	Created / Approved Date	Price
CO-Rivers House 2	Created: Nov 25, 2024	\$10,762.00

Description
CO Rivers House 2 Rivers House 219 Spring St

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
Porch Ceilings 07.4600 Siding		Remove existing porch ceilings and replace with LP .34 in X 48 in X 96 in engineered panels	1	\$10,762.00	\$10,762.00

Status	Signature	Date
Approved by: _____		___/___/___

Approval Comments
PLEASE NOTE: A signature of Approval OR Electronic Acceptance is required before change order is effective. This change order becomes part of the existing contract.

I confirm that my action here represents my electronic signature and is binding.

TOTAL AMOUNT OF CHANGE ORDER:

\$10,762.00