



PUBLIC WORKS MEMORANDUM

City of Jackson

TO: Mayor and Board of Aldermen

CC: Matt Winters, City Administrator

FROM: George L. Harris P. E., City Engineer

DATE: October 20, 2025

RE: Fire Station No. 1 Renovation Project- Change Order No. 6:
Reduction in pay item 4, Contingency Allowance in the amount of \$13,713.92

The proposed Change Order No. 6 reduces pay item 4, Contingency Allowance in the amount of \$13,713.92.

City staff recommends that the Mayor and Board of Aldermen approve the proposed Change Order No. 6 to reduce the overall contract price in the amount of \$13,713.92 resulting in a final overall contract value of \$3,727,612.92.

A summary of the Change Orders for the project is reflected in the attached summary table.

Change Order

No. 6

Date of Issuance: 10/15/2025

Effective Date:

Project: Jackson Fire Station #1
Building Addition and Renovations

Owner: City of Jackson

Owner's Contract No.: 24-35

Contract: General Contract

Date of Contract: 04/02/2024

Contractor: Penzel Construction Company, Inc.

Engineer's Project No.: 22-273

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Credit for un-used Owner's Allowance.

Attachments (list documents supporting change):

N/A

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 3,618,700.00

[Increase] [Decrease] from previously approved
Change Orders No. 1 to No. 5:

\$ 50,289.56

Contract Price prior to this Change Order:

\$ 3,751,326.44

[Increase] [Decrease] of this Change Order:

\$ 13,713.92

Contract Price incorporating this Change Order:

\$ 3,737,612.52

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☒ Calendar days

Substantial completion (date): 05/01/2025

Ready for final payment (date): 07/01/2025

[Increase] [Decrease] from previously approved Change Orders
No. 1 to No. 5:

Substantial completion (days): 123

Ready for final payment (days): 123

Contract Times prior to this Change Order:

Substantial completion (date): 09/01/2025

Ready for final payment (date): 11/02/2025

[Increase] [Decrease] of this Change Order:

Substantial completion (days): 0

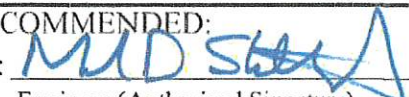
Ready for final payment (days): 0

Contract Times with all approved Change Orders:

Substantial completion (date): 09/01/2025

Ready for final payment (date): 11/02/2025

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: 10/15/2025

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

Fire Station #1 Renovation Project- Change Orders

Updated: October 15, 2025

No.	Date	Items	Change in Cost	Change in Time	Comments
1	6/18/2024	1. Alternate Living Quarters for Fire Dept. Personnel 2. Removal and Disposal of Unused Tower	\$ -	0 days	Move fire station personnel to warehouse at contractor's facility.
2	12/16/2024	Extend contract time by 33 days	\$ -	33 days	Substantial completion from 5/1/2025 to 6/3/2025 Final completion from 7/1/2025 to 8/3/025
3	3/12/2025	Structural modifications, etc.	\$ 50,289.96	0 days	Increased contract value to \$3,668,989.56
4	6/16/2025	Digital sign, water line repair, and other corrective issues	\$ 72,336.88	0 days	Increased contract value to \$3,741,326.44
5	8/4/2025	90 Day time Extension	\$ -	90 days	Substantial completion from 6/3/2025 to 9/01/2025 Final completion from 8/4/025 to 11/2/2025
6	10/22/2025	Unused Allowance Amount	\$ (13,713.92)	0 days	Reduction in contract amount
	TOTALS	Total Changes	\$ 108,912.92	123 days	

Original Bid Price/Time	\$ 3,618,700.00	427	Comments
Change Order No. 1	\$ -	0 days	
Change Order No. 2	\$ -	33 days	see Note 1
Change Order No. 3	\$ 50,289.96	0 days	see Note 2
Change Order No. 4	\$ 72,336.88	0 days	see Note 3
Change Order No. 5	\$ -	90	see Note 4
Change Order No. 6	\$ (13,713.92)		
Total	\$ 3,727,612.92	123	

- Note 1: Did not add to overall contract time; shifted start and completion dates 33 days due to delay in issuing Notice to Precedent shifted from May 1, 2024 to June 4, 2024
- Note 2: Seven items with the largest single item of lintels and masonry work needed to accommodate window installation- \$37,120.20.
- Note 3: Nine items with the largest single item of upgrade for existing sign to new digital sign- \$34,731.62.
- Note 4: Total days for the project (June 4, 2024 to November 2, 2025)= 517 days
(noted that fire staff moved back into station 1 in August 2025)