



PUBLIC WORKS MEMORANDUM

City of Jackson

TO: Mayor and Board of Aldermen

FROM: Janet Sanders, Director of Public Works

DATE: November 12, 2025

RE: Combined Roof Repairs Project – Change Order No. 1

Attached is proposed Change Order No. 1 and the associated quote from Riverside Roofing, LLC, to add Water Well #5's Roof and the Water Retention Basin's Roof to the current Combined Roof Repairs Project contract.

In 2023, we contracted roof repairs for two water facilities and although the contract was approved by the Board with Cardwell Roofing, LLC, the contractor was unable to provide the required insurance, so the replacements were not constructed.

This current project allows us to complete those replacements as part of this contract. The Change order would increase the current \$54,172.00 by \$10,394.00 to \$64,566.00.

If the Board is agreeable, the Change Order would be added to the December 1st agenda for approval.