



# City of Jackson

## CHANGE ORDER

PROJECT: Combined Roof Repairs Project

DATE OF ISSUANCE: December 2, 2025

CHANGE ORDER NO.: 1

OWNER: City of Jackson – 101 Court Street, Jackson, Missouri 63755

CONTRACTOR: Riverside Roofing Company, LLC – 813 Progress Street, Cape Girardeau, MO 63703

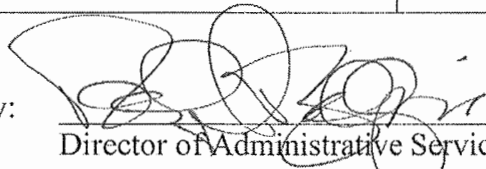
THIS CHANGE ORDER MODIFIES THE ORIGINAL CONTRACT AS FOLLOWS:

This is an additional cost for the contractor to complete additional roof repairs to the Water Sales Depot (aka Retention Basin Building) and Water Well House #5.

☒ See Attachments

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$54,172.00	Original Contract End Date: April 2, 2026
Previous Change Orders: \$0	Net Change from Previous Change Orders: 0 days
Contract Price prior to this Change Order: \$54,172.00	Contract End Date prior to this Change Order: April 2, 2026
Net Increase (Decrease) of this Change Order: \$10,394.00	Net Increase (Decrease) of this Change Order: 0 days
Contract Price with all approved Change Orders: \$64,566.00	Contract End Date with all approve Change Orders: April 2, 2026

Recommended By:

  
Director of Administrative Services

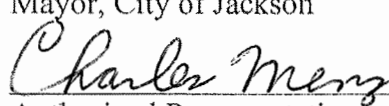
11/13/2025  
Date

Approved By:

\_\_\_\_\_  
Mayor, City of Jackson

\_\_\_\_\_  
Date

Accepted By:

  
Authorized Representative  
of the Contractor

11/13/2025  
Date



Charlie@riversideroofingcompany.com  
813 Progress St.  
Cape Girardeau, MO 63703  
Phone: (573) 803-4028 Fax: (573) 803-4029

TO: City of Jackson  
ATTN: Rodney Bollinger  
EMAIL: [rbollinger@jacksonmo.org](mailto:rbollinger@jacksonmo.org)

DATE: 10/30/25  
RE: Retention Basin & Well House #5  
Jackson, MO

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### **PROPOSAL AND CONTRACT**

WE PROPOSE TO FURNISH MATERIALS, LABOR AND EQUIPMENT ON ABOVE REFERENCED PROJECT AS FOLLOWS:

#### **PROJECT: RETENTION BASIN BUILDING**

- Install 2x Wood Nailer around perimeter of building.
- Install (1) layer of 1.5 Poly ISO Insulation mechanically attached with a Heavy-Duty Fastener per manufacturer specifications.
- Install .060 EPDM Rubber membrane set in bonding adhesive.
- Strip in metal edging with 5" Quick Seam Flashing.

#### **SHEET METAL**

- Consists of 24ga. Metal Edging. Owner to pick color from standard colors.

**BID AMOUNT.....\$6,168.00**

**(Six Thousand One Hundred Sixty-Eight Dollars & 00/100)**

#### **PROJECT: WELL HOUSE #5**

- Remove existing shingles dispose of them in a legal landfill.
- Replace rotten Plywood.
- Install 2x Wood Nailer around perimeter of building.
- Install (1) layer of ½" HD Board mechanically attached with a Heavy-Duty Fastener per manufacturer specifications.
- Install .060 EPDM Rubber Membrane set in bonding adhesive.
- Flash walls & curbs with .060 EPDM Membrane.
- Strip in metal edging with 5" Quick Seam Flashing.

#### **SHEET METAL**

- Consists of 24ga. Metal Edging. Owner to pick color from standard colors.

**BID AMOUNT.....\$4,226.00**

**(Four Thousand Two Hundred Twenty-Six Dollars & 00/100)**

**NOTE:** If these roofs are taken at the same time as the other combined roof repair project the warranty on the original bid will cover all roof areas.

The above bid(s) excludes all sales tax and includes all standard limits of worker's compensation and general liability insurance.

Our insurance company, according to Missouri law will only provide 10 days written notice of cancellation or non-renewal of insurance coverage.

**Payment and Performance Bonds are included.**

Terms of Payment: Partial billings will be made monthly as job progresses. Each invoice will be due by the tenth of the month following the billing.

Lien waivers will be submitted for payments received only. If lien waiver is needed prior to payment we will submit conditional lien waivers only. A conditional final lien waiver will be submitted with final billing.

**NOTE: QUOTE GOOD FOR 15 DAYS ONLY**

**DUE TO MATERIAL PRICING VOLITILITY THIS PROJECT IS SUBJECT TO  
SURCHARGES. THESE CHARGES WILL BE REVIEWED WITH THE OWNER  
PRIOR TO SHIPPING TO THE JOB SITE.**

Thank you for the opportunity of bidding with you on this project.

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_  
CM:lp

**RIVERSIDE ROOFING CO, LLC**

By: Charles Menz  
Charles Menz, Dept. Manager