

No. 1

CHANGE ORDER

Date June 30, 2025

OWNER's Project No. ENGINEER's Project No.

Project DB Band Room HVAC Replacement

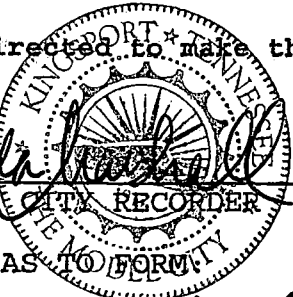
CONTRACTOR Custom Heating and Air Conditioning LLC

Contract For \$175,441.00 Contract Date June 6, 2025

To: Contractor

You are directed to make the changes noted below in the subject Contract:

ATTEST:

 Angela K. Ketchum 7/1/25
CITY RECORDER

CITY OF KINGSPORT
OWNER

APPROVED AS TO LEGALITY
Robert E. Hanks 07/01/2025
CITY ATTORNEY

By: Paul W. Montgomery
MAYOR OF KINGSPORT

Dated 7/1/25

Nature of the Changes

Replace rusted out return duct with insulation.

Enclosures

Contractor Change Order Request

These changes result in the following adjustment of Contract Price and Contract Time:

Contract Price Prior to This Change Order	\$ 175,441.00
Net (Increase) (Decrease) Resulting from this Change Order	\$ 34,011.00
Current Contract Price Including This Change Order	\$ 209,452.00

Contract Time Prior to this Change Order July 18, 2025
(Days or Date)

Net (Increase) (Decrease) Resulting from this Change Order 0
(Days)

Current Contract Time Including This Change Order July 18, 2025
(Days or Date)

The Above Changes Are Approved

DERON CANTRELL HOLSTON ENGINEERING, INC.
ENGINEER

By *DS*

Date *6/30/25*

The Above Changes Are Accepted

Chad Salver Custom Heating & Air LLC
CONTRACTOR

By *Chad*

Date *6-30-25*

Routing

1. Board of Mayor and Aldermen for approval and authorization for the Mayor to sign on behalf of the City
2. Project Manager
3. Contractor
4. City Attorney
5. Mayor
6. City Recorder

Distribution by City Recorder

1. Original executed change order to contract file
2. Copy to contractor
3. Copy to project manager
4. Copy to purchasing director

Change Order Request

Custom Heating and Air Conditioning, LLC

P. O. Box 1218

Church Hill, TN 37642

City of Kingsport

Project: DBHS Band Room HVAC

Change Order Number: 1

Project #

Date: 06/24/2025

Approved by: _____

Date Approved: _____

[illegible]



HOLSTON ENGINEERING, INC.

301 Montgomery Street, Suite #4

Johnson City, TN 37604

(423) 926-5991

e-mail: Holston.Engineering@holsteng.com

June 30, 2025

Ms. Sandra Sloan
Kingsport City Schools
400 Clinchfield Street, Ste. 200
Kingsport, TN 37660

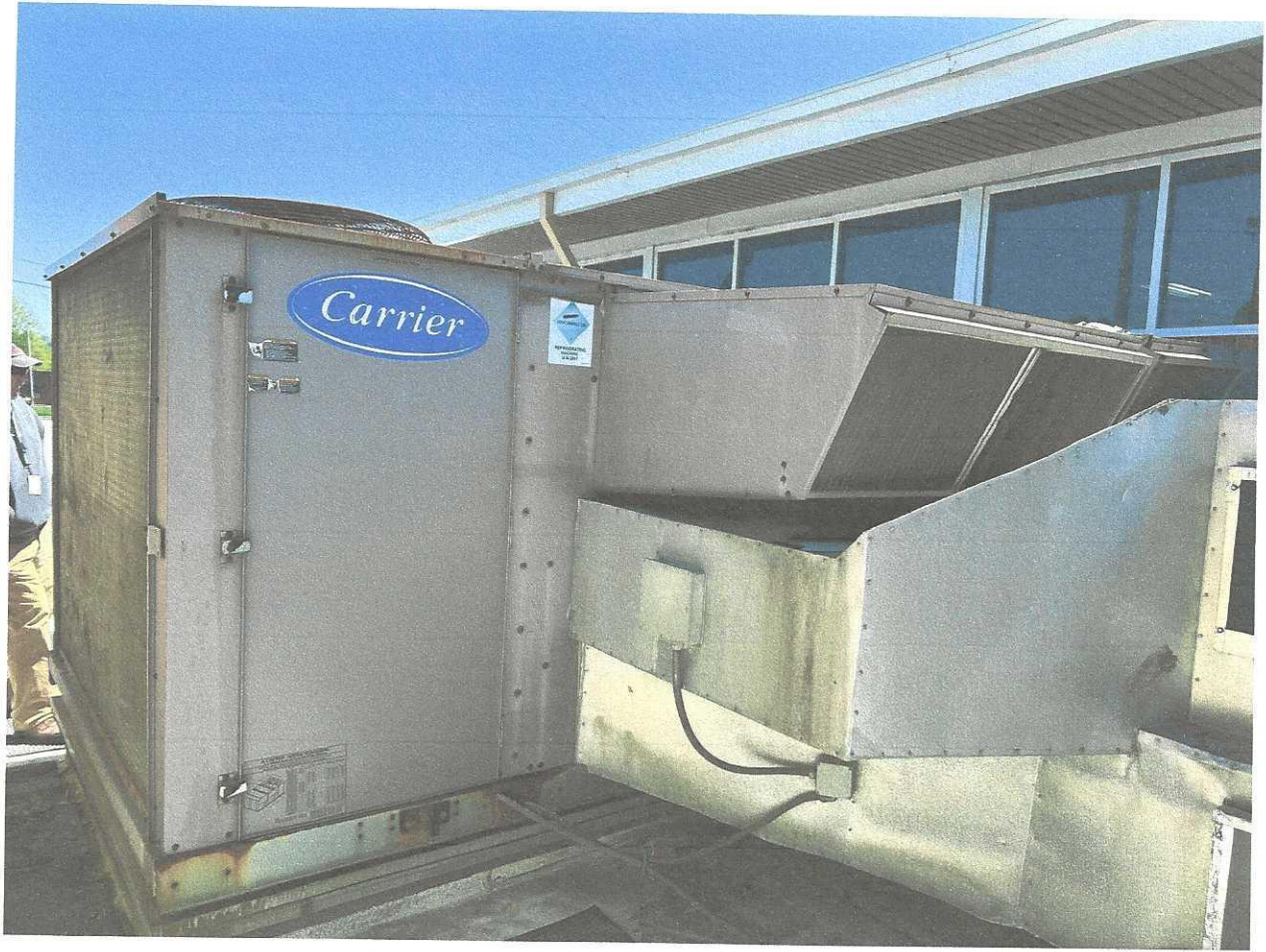
Re: DB Band Room HVAC Replacement Change Order 001

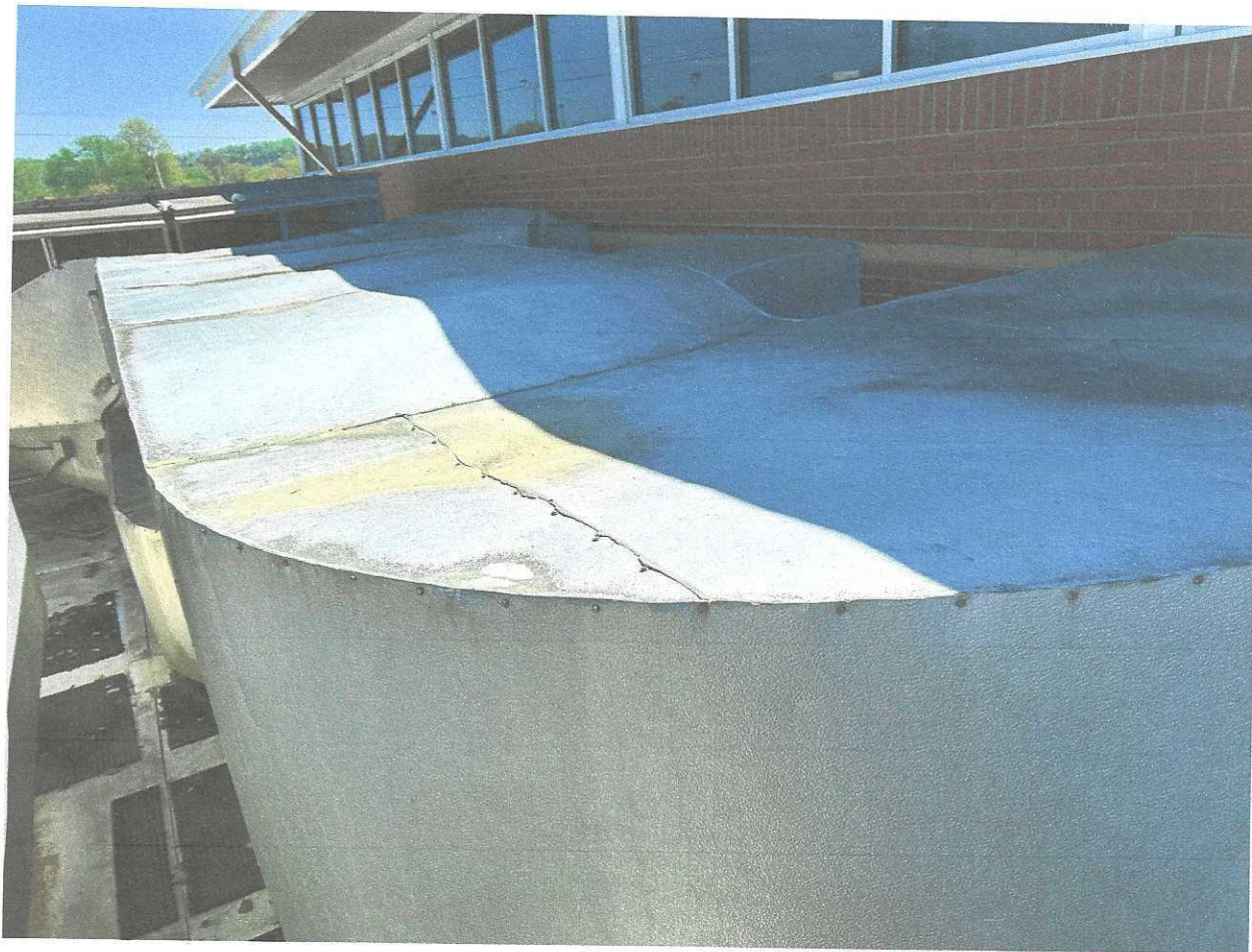
Dear Sandra:

In response to questions of why the duct damage that is causing the change order on the project above was not discovered during the project development we offer the following explanation:

The duct was very badly rusted, and all the internal insulation was wet, which created a need for replacing the exterior return duct on the band room unit. There was no sign of this on the exterior insulation cover and all looked fine without stripping the insulation off. The insulation leaked water beyond the insulation jacket and kept the insulation wet and that rusted the duct and caused water to leak into the duct as well which has sound deadening insulation which held water and promoted rust as well. See the attached photos of the return duct before it was dismantled. It is the duct on top. There are no visible rust stains on the insulation cover or no missing insulation covers. There was no way to discover this without removing the insulation or disconnecting the duct from the unit.

This one of those times that you expect items to be in good condition and there were unseen causes for failure. I know that there are other units on this building with exterior ductwork that may be in the same condition. We are just taking care of the failed unit for the band room on this project. I am glad we found this and paid attention because if we had sucked some of the wet loose insulation into the new machine it most likely would have caused a failure.





If you have any questions, please feel free to contact us.

Sincerely,
HOLSTON ENGINEERING, INC.

A handwritten signature in blue ink, appearing to read 'D. Cartmel'.

Derwin E. Cartmel, PE
President