

ROBERT EHMET HAYES & ASSOCIATES, PLLC

2512 DIXIE HIGHWAY, FT. MITCHELL, KENTUCKY 41017-3094

ARCHITECTS

859-331-3121

reh@reharchitects.com

www.reharchitects.com

July 13, 2022

VIA EMAIL

To: Mr. Tony Watts, Superintendent  
Newport Independent Schools

RE: Newport Independent Schools  
Newport Intermediate/High – Flooring 2022  
BG #22-242 / REH #149-1121

Enclosures: 1. A copy of Change Order No. 2.

2. KDE's Supplemental Form.

Action

Required:


1. Obtain Board approval.

2. Execute both the Change Order and the Supplemental Form, as appropriate.

3. Retain one fully executed copy for your file

4. Return one executed copy, along with the executed Supplemental Form, to this office and we will upload to KDE's FACPAC website on your behalf.

If you have any questions in this regard, please call

  
\_\_\_\_\_  
Ehmet Hayes

EH:jhf

# **AIA® Document G701™ – 2017**

## **Change Order**

<b>PROJECT: (Name and address)</b> Newport Intermediate/High - Flooring 2022 95 West 9th Street/900 East 6th Street Newport, Kentucky 41071 REH#149-1121 / BG#22-242	<b>CONTRACT INFORMATION:</b> Contract For: Total Project  Date: December 15, 2021	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 002  Date: June 8, 2022
<b>OWNER: (Name and address)</b> Newport Independent Board of Education 30 West 8th Street Newport, Kentucky 41071	<b>ARCHITECT: (Name and address)</b> Robert Ehmet Hayes & Associates, PLLC 2512 Dixie Highway Fort Mitchell, Kentucky 41017	<b>CONTRACTOR: (Name and address)</b> ComTek Interiors, Inc. 1967 Kingsview Drive Lebanon, Ohio 45036

### **THE CONTRACT IS CHANGED AS FOLLOWS:**

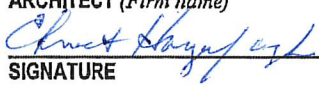
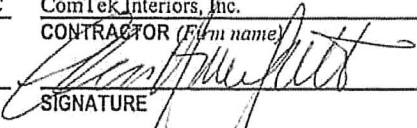
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

The original Contract Sum was	\$ 792,385.00
The net change by previously authorized Change Orders	\$ 66,220.00
The Contract Sum prior to this Change Order was	\$ 858,605.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 66,915.00
The new Contract Sum including this Change Order will be	\$ 925,520.00

The Contract Time will be increased by Zero (0) days.  
 The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### **NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Robert Ehmet Hayes & Associates, PLLC <b>ARCHITECT (Firm name)</b>  <b>SIGNATURE</b>  Ehmet Hayes, Member <b>PRINTED NAME AND TITLE</b> 7-18-22 <b>DATE</b>	ComTek Interiors, Inc. <b>CONTRACTOR (Firm name)</b>  <b>SIGNATURE</b>  Chris Honeycutt, Vice President <b>PRINTED NAME AND TITLE</b> July 13, 2022 <b>DATE</b>	Newport Independent Board of Education <b>OWNER (Firm name)</b>  <b>SIGNATURE</b>  Tony Watts, Superintendent <b>PRINTED NAME AND TITLE</b>  <b>DATE</b>
--	---	--

# FACPAC Contract Change Order Supplemental Information Form (Ref# 56470)

Form Status: Saved

Tier 4 Project: Newport Intermediate/High- Flooring 2022

BG Number: 22-242

District: Newport Independent (HB678)

Status: Active

Phase: Project Initiation (View Checklist)

Contract: Comtek Interiors, Inc., 0001, Flooring Replacement

Type: General Contractor

Proposed

Change Order Number	2
Time Extension Required	No
Date Of Change Order	6/8/2022
Change Order Amount To Date	Increase

## Construction Contingency

Calculations below are project wide. Remaining negative Construction Contingency may require the submission of a revised BG1.

Current Approved Amount	\$135,619.00
Net Approved COs	\$66,220.00
Remaining After Approved COs	\$69,399.00
Net All COs	\$133,135.00
Remaining After All COs	\$2,484.00

This Requested Change Order Amount \$66,915.00

+/-

Change In A/E Fee This Change Order

+/-

Change In CM Fee This Change Order

+/-

Remaining Construction Contingency \$2,484.00

Balance

Contract Change Requested By Local Board of Education

Contract Change Reason Code Expansion of Scope

Change Order Description And Justification

Additional Flooring in Welcome Center.

Cost Benefit To Owner

Adding the additional flooring now will lock in the lower contract price.

Contract unit prices have been utilized No  
to support the cost associated with this  
change order.

## Detailed Cost Breakdown

Contract unit prices have not been utilized, provide a detailed cost breakdown which separates labor, material, profit and overhead.

Detail Item	Amount	Percent of Total
Labor	\$21,776.00	32.54%
Materials	\$33,572.00	50.17%
Profit and Overhead	\$10,392.00	15.53%
Bond Insurance	\$1,175.00	1.76%
<b>Cost Breakdown Total:</b>	<b>\$66,915.00</b>	

Cost for this Change Order supported No

**Change Order Supplemental Information Form Signature  
Page (Online Form Ref# 56470)**

*James Hays/SL*  
Architect

*7-18-22*

Date

Construction Manager

Date

Finance Officer

Date

Local Board of Education Designee

Date

## Jenny Franzen

---

**From:** Chris Honeycutt <choneycutt@comtekinteriors.com>  
**Sent:** Wednesday, June 8, 2022 3:52 PM  
**To:** Jenny Franzen (jhfranzen@reharchitects.com)  
**Subject:** NEWPORT WELCOME CENTER - LEVEL 3 - CHANGE ORDER REQUEST #2  
**Attachments:** NEWPORT - 3rd FLOOR - WELCOME CENTER - COR-2 PLAN.pdf; Newport Welcome Ctr - Change Order Request 2.pdf

Hi Jenny,

Please find the request for change order #2 attached.

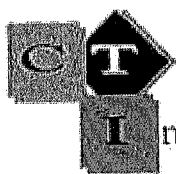
Here is the breakdown below per your request. Total change order request amount = **\$66,915.00**

- Material ----- \$28,534.00
- Freight ----- \$3,288.00
- Equipment ----- \$1,750.00
- Labor ----- \$21,776.00
- **Profit/Overhead** ----- \$10,392.00
- Bond Insurance ----- \$1,175.00

Please let me know if you need anything else at this time. I will continue to work on the quotes for the other areas.

Thank you,

Chris Honeycutt  
Vice President  
(513) 276-1502



### ComTek Interiors, Inc.

1967 Kingsview Drive  
Lebanon, OH 45036  
Ph: (513) 772-2485  
Fax: (513) 782-5032  
[www.comtekinteriors.com](http://www.comtekinteriors.com)



**COMTEK INTERIORS, INC.**

1967 Kingsview Drive Phone: 513-772-2485  
Lebanon, OH 45036 Fax: 513-782-5032

# Request for Change Order

Attention: TIM GRAYSON

Customer PO: APPROVAL BY EMAIL

Date: 6/8/2022

Project #: 3649

Request #: 2 CO #: 0

Manager: CHRIS A HONEYCUTT

10986

Ship To

NEWPORT HS & MS - 2022 - NORA FLOORING R

101 E. 4TH STREET

NEWPORT, KY 41071

Contacts

TIM GRAYSON

Phone:

Cell: (859) 292-3005-

Pager:

Fax:

Phone:

Cell:

Pager:

Fax:

Bill To

NEWPORT INDEPENDENT BOARD OF  
EDUCATION

30 WEST 8TH STREET

NEWPORT, KY 41071

Contacts

TIM GRAYSON

Cell: (859) 292-3005

Description of Change Order Request:

WELCOME CENTER - LEVEL 3

Additional Information: 3 DPP OFFICES - NEW LVT

ADD

MANUFACTURER:			STYLE:		
COLOR NAME:	COLOR NUMBER:	UOM:	QUANTITY:	UNIT PRICE:	TOTAL PRICE:
1 LVT-1 LUXURY VINYL TILE - PLANK MATERIAL -					
SHAW INDUSTRIES, INC.			UNCOMMON GROUND LVT PLANKS 4" X 36"		
FRENCH GREY	0250	SF	1,152.00	3.750	4,320.00
2 5% ATTIC STOCK -					
SHAW INDUSTRIES, INC.			UNCOMMON GROUND LVT PLANKS 4" X 36"		
FRENCH GREY	0250	SF	60.00	3.750	225.00
3 LVT-1 LUXURY VINYL TILE - PLANK LABOR -					
COMTEK INTERIORS, INC			LABOR		
N/A		SF	1,152.00	2.500	2,880.00
4 LVT ADHESIVE MATERIAL -					
SHAW INDUSTRIES, INC.			LOKWORX ADHESIVE 4 GAL		
4 GALLON PAIL	164CA	EA	2.00	245.000	490.00
5 FREIGHT FOR SHAW LVT -					
SHAW INDUSTRIES, INC.			TBD		
TBD		SF	1,152.00	0.350	403.20
6 FREIGHT SURCHARGE FOR LVT -					
SHAW INDUSTRIES, INC.			TBD		
TBD		SF	1,152.00	0.250	288.00
7 DEMO OF EXISTING CARPET TILE -					
COMTEK INTERIORS, INC			LABOR		
N/A		SY	112.00	2.100	235.20
8 DISPOSAL OF EXISTING CARPET TILE -					
COMTEK INTERIORS, INC			LABOR		
N/A		SY	112.00	2.000	224.00
9 SCRAPE / REMOVE CARPET GLUE -					

# NEWPORT INDEPENDENT BOARD OF NEWPORT HS & MS - 2022 - NORA FLOO

	COMTEK INTERIORS, INC		LABOR			
	N/A	SF	1,005.00	0.400	402.00	
10	DEMO OF EXISTING WALL BASE -					
	COMTEK INTERIORS, INC		LABOR			
	N/A	LF	90.00	0.400	36.00	
11	DISPOSAL OF EXISTING WALL BASE -					
	COMTEK INTERIORS, INC		LABOR			
	N/A	LF	90.00	0.080	7.20	
12	B-1 WALL BASE MATERIAL -					
	ROPPE® CORPORATION		WALL BASE-(700) COVE-4" X 1/8" VINYL / RUBBER			
	CHARCOAL	123	LF	120.00	0.900	108.00
13	B-1 WALL BASE LABOR -					
	COMTEK INTERIORS, INC		LABOR			
	N/A	LF	120.00	0.900	108.00	
14	BASE ADHESIVE MATERIAL -					
	ROBERTS		7200 WALL BASE ADHESIVE 30 FL OZ			
	N/A	N/A	EA	2.00	8.000	16.00
15	FLOOR PREP- MATERIAL -					
	SCHONOX		SL - FEATHER FINISH / FINISHING FLOOR PREP			
	10 LB BAG		EA	12.00	20.000	240.00
16	FLOOR PREP - LABOR -					
	COMTEK INTERIORS, INC		LABOR			
	N/A	HR	12.00	63.500	762.00	
17	DUMPSTER ONSITE CANISTER SUPPLIED -					
	COM TEK INTERIORS, INC		DUMPSTER ONSITE SUPPLIED			
	N/A	N/A	EA	1.00	1,500.000	1,500.00
18	MANAGEMENT FEE -					
	COMTEK INTERIORS, INC		LABOR			
	N/A	EA	1.00	475.400	475.40	
19	PAYMENT & PERFORMANCE BOND FEE -					
	COMTEK INTERIORS, INC		BONDING COSTS			
	N/A	EA	1.00	230.000	230.00	

Total ADD \$ 12,950.00

Total This Option - Tax Included : \$ 12,950.00

Additional Information: ADULT LEARNING CENTER (GED WING) - NEW LVT

## ADD

ADD

MANUFACTURER:			STYLE:			
COLOR NAME:	COLOR NUMBER:	UOM:	QUANTITY:	UNIT PRICE:	TOTAL PRICE:	
1	LVT-1 LUXURY VINYL TILE - PLANK MATERIAL -					
SHAW INDUSTRIES, INC.			UNCOMMON GROUND LVT PLANKS 4" X 36"			
FRENCH GREY		0250	SF	4,356.00	3.750	16,335.00
2	5% ATTIC STOCK -					
SHAW INDUSTRIES, INC.			UNCOMMON GROUND LVT PLANKS 4" X 36"			
FRENCH GREY		0250	SF	220.00	3.750	825.00
3	LVT-1 LUXURY VINYL TILE - PLANK LABOR -					
COMTEK INTERIORS, INC			LABOR			
N/A		SF	4,356.00	2.500	10,890.00	
4	LVT ADHESIVE MATERIAL -					
SHAW INDUSTRIES, INC.			LOKWORX ADHESIVE 4 GAL			
4 GALLON PAIL		164CA	EA	8.00	245.000	1,960.00
5	FREIGHT FOR SHAW LVT -					

# NEWPORT INDEPENDENT BOARD OF NEWPORT HS & MS - 2022 - NORA FLOO

	SHAW INDUSTRIES, INC.			TBD		
	TBD		SF	4,356.00	0.350	1,524.60
6	FREIGHT SURCHARGE FOR LVT -					
	SHAW INDUSTRIES, INC.			TBD		
	TBD		SF	4,356.00	0.250	1,089.00
7	DEMO OF EXISTING CARPET TILE -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		SY	233.00	2.100	489.30
8	DEMO OF EXISTING SHEET CARPET -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		SY	67.00	2.100	140.70
9	DISPOSAL OF EXISTING CARPETS -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		SY	300.00	2.000	600.00
10	SCRAPE / REMOVE CARPET GLUE -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		SF	2,700.00	0.400	1,080.00
11	SCRAPE / REMOVE EPOXY FLOOR PAINT -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		SF	2,100.00	0.300	630.00
12	SANDING OF EXISTING VCT SURFACE PREP -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		SF	1,355.00	0.250	338.75
13	DEMO OF EXISTING WALL BASE -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		LF	250.00	0.400	100.00
14	DISPOSAL OF EXISTING WALL BASE -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		LF	250.00	0.080	20.00
15	RB-1B MILLWORK WALL BASE MATERIAL -					
	JOHNSONITE®			MILLWORK INFLECTION 5 1/4" X 8'		
	TBD		LF	288.00	7.250	2,088.00
16	RB-1B MILLWORK WALL BASE LABOR -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		LF	288.00	2.250	648.00
17	BASE ADHESIVE MATERIAL -					
	ROBERTS			7200 WALL BASE ADHESIVE 30 FL OZ		
	N/A	N/A	EA	6.00	8.000	48.00
18	FLOOR PREP- MATERIAL -					
	SCHONOX			SL - FEATHER FINISH / FINISHING FLOOR PREP		
	10 LB BAG		EA	42.00	20.000	840.00
19	FLOOR PREP - LABOR -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		HR	40.00	63.500	2,540.00
20	MANAGEMENT FEE -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		EA	1.00	998.650	998.65
21	PAYMENT & PERFORMANCE BOND FEE -					
	COMTEK INTERIORS, INC			BONDING COSTS		
	N/A		EA	1.00	760.000	760.00

Total ADD \$ 43,945.00



# NEWPORT INDEPENDENT BOARD OF NEWPORT HS & MS - 2022 - NORA FLOO

Total This Option - Tax Included : \$ 43,945.00

Additional Information: ARCHIVES ROOM & SHORT BATHROOM HALLWAY ON SOUTHEAST END

ADD

ADD	MANUFACTURER:			STYLE:		
	COLOR NAME:	COLOR NUMBER:	UOM:	QUANTITY:	UNIT PRICE:	TOTAL PRICE:
1	LVT-1C LUXURY VINYL TILE - PLANK MATERIAL -					
	SHAW INDUSTRIES, INC.			UNCOMMON GROUND LVT PLANKS 4" X 36"		
	FRENCH GREY	0250	SF	792.00	3.750	2,970.00
2	5% ATTIC STOCK -					
	SHAW INDUSTRIES, INC.			UNCOMMON GROUND LVT PLANKS 4" X 36"		
	FRENCH GREY	0250	SF	40.00	3.750	150.00
3	LVT-1C LUXURY VINYL TILE - PLANK LABOR -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		SF	792.00	2.500	1,980.00
4	LVT ADHESIVE MATERIAL -					
	SHAW INDUSTRIES, INC.			LOKWORX ADHESIVE 4 GAL		
	4 GALLON PAIL	164CA	EA	2.00	245.000	490.00
5	FREIGHT FOR SHAW LVT -					
	SHAW INDUSTRIES, INC.			TBD		
	TBD		SF	832.00	0.350	291.20
6	FREIGHT SURCHARGE FOR LVT -					
	SHAW INDUSTRIES, INC.			TBD		
	TBD		SF	832.00	0.250	208.00
7	DEMO OF EXISTING CARPET TILE -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		SY	80.00	2.100	168.00
8	DISPOSAL OF EXISTING CARPET TILE -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		SY	80.00	2.000	160.00
9	SCRAPE / REMOVE CARPET GLUE -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		SF	720.00	0.400	288.00
10	DEMO OF EXISTING WALL BASE -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		LF	160.00	0.400	64.00
11	DISPOSAL OF EXISTING WALL BASE -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		LF	160.00	0.080	12.80
12	RB-1C MILLWORK WALL BASE MATERIAL -					
	JOHNSONITE®			MILLWORK INFLECTION 5 1/4" X 8'		
	TBD		LF	192.00	7.250	1,392.00
13	RB-1C MILLWORK WALL BASE LABOR -					
	COMTEK INTERIORS, INC			LABOR		
	N/A		LF	192.00	2.250	432.00
14	BASE ADHESIVE MATERIAL -					
	ROBERTS			7200 WALL BASE ADHESIVE 30 FL OZ		
	N/A	N/A	EA	5.00	8.000	40.00
15	FLOOR PREP- MATERIAL -					
	SCHONOX			SL - FEATHER FINISH / FINISHING FLOOR PREP		
	10 LB BAG		EA	10.00	20.000	200.00
16	FLOOR PREP - LABOR -					

NEWPORT WELCOME CENTER - LEVEL 3

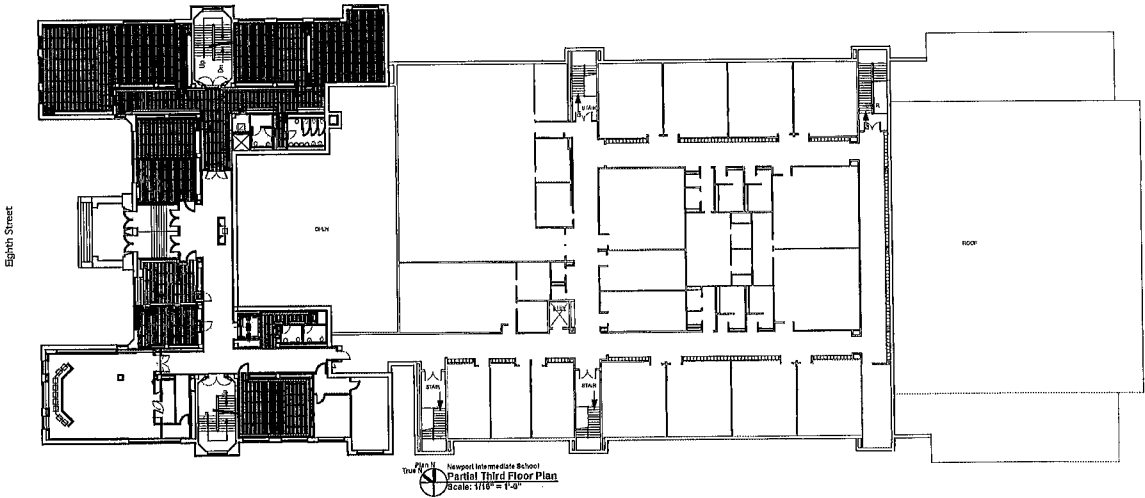
your company name

08 June 2022 : NEWPORT WELCOME CENTER - LEVEL 3 - COR-2 DRAWING

Summary Report

- LVT-1A SHAW UNCOMMON GROUND 4 x 36 - FRENCH GREY 02500
- LVT-1B SHAW UNCOMMON GROUND 4 x 36 - FRENCH GREY 02500
- LVT-1C SHAW UNCOMMON GROUND 4 x 36 - FRENCH GREY 02500
- RB-1A RUBBER 4" COVE BASE - COLOR TBD
- RB-1B RUBBER MILLWORK 5.25" - "INFLECTION" PROFILE WALL BASE
- RB-1C RUBBER MILLWORK 5.25" - "INFLECTION" PROFILE WALL BASE

Scale 1:830 (original drawing scale 1:391)



Newport Welcome Center  
3rd Floor

Scale: 1/32" = 1'-0"