



Kenton County School District | *It's about ALL kids.*

Issue Paper

DATE:

10/21/2025

AGENDA ITEM (ACTION ITEM):

Consider/Approve Direct Purchase Order Change Order No. 1 with Best Blind and Shade for the RC Hinsdale Phase II Project – BG 21-142.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board; 04.31 Authority to Encumber and Expend Funds; Capital Construction Process – 702 KAR 4:160

HISTORY/BACKGROUND:

This is the first (1st) change order for the New Central Office Construction Project associated with Direct Purchase Order Number 25009127 to Best Blinds and Shades. The original Purchase Order was \$23,498.06. This change order for a deduction of \$2,863.00 with no previous change orders makes the new Purchase Order amount \$20,635.06.

Item No 1: Architect Requested: Delete window shades noted in submittal but not required in the project.

DEDUCT: \$	2,863.00
TOTAL DEDUCT: \$	2,863.00

SUMMARY OF CHANGE ORDER FOR RC HINSDALE PHASE II – BG 21-142

The original contingency for this project	\$ 934,700.00
Total for prior approved change orders	(\$ 13,678.00)
Total for prior Material/Equipment purchase order changes	\$ 0.00
Total for current change orders	(\$ 2,863.00)
Contingency Balance	\$ 951,241.00

FISCAL/BUDGETARY IMPACT:

Deduction of \$2,863.00 to Direct Purchase Order 25009127 for Best Blinds and Shades.

RECOMMENDATION:

Approve Direct Purchase Order Change Order No. 1 with Best Blind and Shade for the RC Hinsdale Phase II Project – BG 21-142

CONTACT PERSON:

Matt Rigg, Chief Operations Officer

Principal/Administrator


District Administrator


Superintendent



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Change Order

PROJECT: (Name and address)
RC Hinsdale - Phase 2

440 Dudley Pike
Edgewood, KY 41017

OWNER: (Name and address)
Kenton County Board of Education
1055 Eaton Drive
Fl. Wright, KY 41017

CONTRACT INFORMATION:
Contract For: Material Purchaes Order
#25009127
Date: 06-02-2025

ARCHITECT: (Name and address)
Emboss Design, PSC
906 Monmouth Street
Newport, KY 41071

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: 10-17-2025

CONTRACTOR: (Name and address)
Best BLind & Shade
1264 S Preston St.
Louisville, KY 40203

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.)

Delete window shades noted in submittal but not required in the project.

DEDUCT: \$2,863

The original Contract Sum was	\$	23,498.06
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	23,498.06
The Contract Sum will be decreased by this Change Order in the amount of	\$	(2,863.00)
The new Contract Sum including this Change Order will be	\$	20,635.06

The Contract Time will be unchanged by () days.

The new date of Substantial Completion will be 12-18-2026

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.



ARCHITECT (Signature)

BY: Jim Kaiser - Senior Project
Manager

(Printed name, title, and license
number if required)

10/17/25

Date



CONTRACTOR (Signature)

Eric Cloan Project Mgr.

(Printed name and title)

10/17/25

Date

OWNER (Signature)

BY: Matthew Rigg - Chief Operations
Officer

(Printed name and title)

Date