

DEPARTMENT OF FACILITIES

THOMAS STOKES, DIRECTOR
TRACY PARSLEY, MAINTENANCE SUPERVISOR
BOBBIE CASTLEMAN, CUSTODIAL SUPERVISOR
GEORGE BROCK, ENERGY MANAGER

MEMO

TO: Dr. Jesse Bacon, Superintendent

FROM: Thomas Stokes, Director of Facilities *TAS*

DATE: November, 12, 2025

RE: BG 24-192 Change Order 3 - Net Zero Swap for Scoreboard Trusses DPO 11

This memo requests Board approval of the attached FACPAC Form for Change Order 03.

The value of the scoreboard truss materials were deducted from the General Contract and added to assigned Material DPO. This is a net zero change to the overall Contract Value. The change to the General Contractor's contract was approved at the October 28, 2024, Board Meeting. The FACPAC form DPO-11 Toadvine's DPO was not provided with that board agenda item. The FACPAC form is being presented now for board review and signature to supplement the previously approved change order.

The attached FACPAC Form is now presented for Board review and signature to supplement and complete the previously approved change order.

I recommend approval of this request.

Attachments:

1. G701-2017 – Change Order 03 (for reference)
2. FACPAC Form – Change Order 03 (for Board signature)
3. COR-02 – Add Trusses to DPO (for reference; no action required)

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

FACPAC PO Change Order Supplemental Information Form (Ref# 63460)

Form Status: Saved

Tier 1 Project: Phase 2 Athletics and Fieldhouses

BG Number: 24-192

District: Bullitt County (HB678) (071)

Status: Active

Phase: Project Initiation (View Checklist)

Contract: Calhoun Construction Services , 0001, Baseball and Softball Field Improvements - General Construction

Type: General Contractor

Proposed

Purchase Order Number: 11

Vendor Name: Toadvine Enterprises

Change Order Number

CO 03 - DPO Add

Time Extension Required

No

Date Of Change Order

11/24/2025

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	\$2,907,023.76
Net Approved COs	\$669,110.08
Remaining After Approved COs	\$2,237,913.68
Net All COs	\$893,279.95
Remaining After All COs	\$2,013,743.81

This Requested Change Order Amount \$18,000.00

 $+/ -$

Change In A/E Fee This Change Order \$0.00

 $+/ -$

Change In CM Fee This Change Order \$0.00

 $+/ -$

Remaining Construction Contingency	\$2,013,743.81
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Balance

Contract Change Requested By General Contractor

Contract Change Reason Code	DPO Net Zero Change
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Change Order Description And Justification

DPO Net Zero Change to Calhoun's contract under Change Order No. 3

Cost Benefit To Owner

Net Zero Change

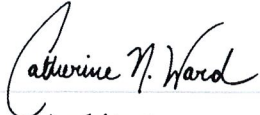
Contract unit prices have been utilized No
to support the cost associated with this
change order.

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		0.00%
Materials	\$18,000.00	100.00%
Profit and Overhead		0.00%
Bond Insurance		0.00%
Cost Breakdown Total:	\$18,000.00	
Cost for this Change Order supported No by an alternate bid or competitive price quote		
Explain Why		
Net Zero Change		

Change Order Supplemental Information Form Signature Page (Online Form Ref# 63460)


Architect

10-14-2025

Date

N/A

Construction Manager

Date


Finance Officer

11-12-2025

Date

Local Board of Education Designee

Date



AIA®

Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> BCPS - Phase II Athletics - Bid Package No. 1 - Baseball and Softball Bullitt County, Kentucky	CONTRACT INFORMATION: Contract For: General Construction Date: July 29, 2024	CHANGE ORDER INFORMATION: Change Order Number: 003 - DPO-11 Date: October 28, 2024
OWNER: <i>(Name and address)</i> Bullitt County Public Schools Board of Education 1040 Hwy 44 East Shepherdsville, KY 40165	ARCHITECT: <i>(Name and address)</i> Studio Kremer Architects, Inc. 1231 S. Shelby Street Louisville, KY 40203	CONTRACTOR: <i>(Name and address)</i> Toadvine Enterprises Po Box 190 Fisherville, KY 40023

THE CONTRACT IS CHANGED AS FOLLOWS:

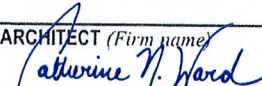
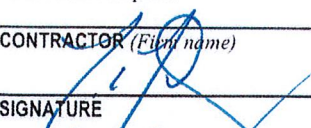
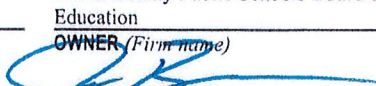
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

See COR-02 and DPO 11 - Material costs for scoreboard trusses deducted from General Contract and added to DPO.

The original Contract Sum was	\$ 570,738.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 570,738.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 18,000.00
The new Contract Sum including this Change Order will be	\$ 588,738.00
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.

Studio Kremer Architects, Inc.	Toadvine Enterprises	Bullitt County Public Schools Board of Education
ARCHITECT <i>(Firm name)</i> 	CONTRACTOR <i>(Firm name)</i> 	OWNER <i>(Firm name)</i> 
SIGNATURE	SIGNATURE	SIGNATURE
Catherine Noble Ward, AIA	CHRIS TOULET - 800	Dr. Jesse Bacon, Superintendent
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
10-24-2024	11/1/24	10-28-24
DATE	DATE	DATE

DPO Change Summary - Add 3'H Arched Truss at Softball Videoboards

737-BCPS Baseball/Softball Fields

8/29/2024



Summary of Work

Add 3' High Arched Truss at Softball Videoboards; remove from Calhoun Contract

Scope - Subcontractor		Description of Scope	Cost
1	Baseball/Softball Field Improvements		\$570,738.00
1.2	Toadvine - DPO-11	ADD to Direct Purchase Order	\$18,000.00

Revised Total Amount \$588,738.00

**Change Order Request 2 - PCO #2 - Remove 3' High Arched Truss from CCS Contract;
Apply to DPO**

737-- BCPS - Phase II Athletics BP-1 - Baseball/Softball Field Imp

8/29/2024



Summary of work

Remove 3' High Arched Truss from CCS Contract; Apply to DPO

Scope - Subcontractor	Description	Cost
		(\$18,000.00)
116845-8	==> Deduct \$18,000 from CCS Contract; Apply to Toadvine DPO-11 for 3'H Arched Trusses at Softball Fields ==>	(\$18,000.00)
Sub Total:		(\$18,000.00)
Fee:		\$0.00
Total		(\$18,000.00)

Approved By: _____

Date: _____

Submitted By: Calhoun

Date: 8/29/2024

DPO Change Summary - Add 3'H Arched Truss at Softball Videoboards

737-BCPS Baseball/Softball Fields

8/29/2024



Summary of Work

Add 3' High Arched Truss at Softball Videoboards; remove from Calhoun Contract

Scope - Subcontractor		Description of Scope	Cost
1	Baseball/Softball Field Improvements		\$570,738.00
1.2	Toadvine - DPO-11	ADD to Direct Purchase Order	\$18,000.00

Revised Total Amount \$588,738.00

FACPAC Purchase Order Form

Form Status: Saved

Project:

BG Number:
Status: Active

District: Bullitt County (071)
Phase: No Data

Con

Type

Proposed

District PO Number

Ky Sales Tax Exempt Number

B-584

Date of Order

8/8/2024

Specification Section

11 68 44

Material Description / Category

Outdoor LED Display

Requested By

Vendor Name

Toadvine Enterprises

Vendor Address

PO Box 190
Fisherville, KY 40023
502-912-9499

Vendor Phone

ctolley@toadvine.com

Vendor Email

Bill To

Bullitt County Board of Education

Bill To Address

1040 KY Highway 44
Shepherdsville, KY 40165

Ship To

Bullitt Central

Ship To Address

Bullitt East

Bullitt North

Attention Of

Contacts

The following project contacts must be notified 48 hours in advance of delivery to jobsite.

Contact Name

Contact Phone

Materials

Furnish the necessary materials to complete the following bid package(s) / specification section(s) in its entirety. All materials shall be in accordance with the requirements of the Contract.

Item Description

Item
Number

Quantity

Unit Price

Total

Video scoreboards

3

\$103,590

\$310,770

Arched Truss

3

\$10,500

\$31,500

~~Purchase Order Total:-~~

Video scoreboards

3

\$76,156

\$228,468

Authorization

Purchase Order Total: \$570,738

Owner Authorization Date

Vendor Authorization Date

Purchase Order Signature Page (Online Form Ref# 48284)

Jim Bradford

Vendor

8-12-24

Date

Owner

Date

Terms and Conditions

1. Drawings, catalogs, cut sheets, or samples shall be submitted for approval.
2. All invoices shall be sent to the contractor/subcontractor designated on the purchase order for approval. No invoices shall be sent directly to the Board of Education (Owner) for payment.
3. All invoices shall reference the purchase order number.
4. No change in, modification of, or revision of this order shall be valid unless in writing and signed by the Owner.
5. Vendor agrees to observe and comply with all applicable federal, state and local laws, rules, ordinances and regulations in performance of this order.
6. Vendor shall not assign this order or any right hereunder without first having obtained the written consent of the Owner.
7. Deliveries are to be made in accordance with the Owner's schedule, as directed by the General Contractor (GC), Construction Manager (CM) or Qualified Provider (QP).
8. The Owner may cancel this purchase order in whole or in part in the event that the vendor fails or refuses to deliver any of the items purchased, within the time provided, or otherwise violates any of the conditions of this purchase order, or if it becomes evident that the vendor is not providing materials in accordance with the specifications or with such diligence as to permit delivery on or before the delivery date.
9. The vendor agrees to deliver the items to the supplier hereunder free and clear of all liens, encumbrances and claims.
10. If any of the goods covered under this purchase order are found to be defective in material or workmanship, or otherwise not in conformity with the requirements of this order, the Owner, in addition to the other rights which it may have under warranty or otherwise, shall have the right to reject the same or require that such articles or materials be corrected or replaced promptly with satisfactory materials or workmanship.
11. By acknowledging receipt of this order, by performing the designated work or any portion thereof, or by shipping the designated goods, the vendor agrees to the terms and conditions outlined.
12. This purchase order shall be governed in all respects by the laws of the Commonwealth of Kentucky.
13. In the event the quantities of materials supplied via this purchase order are insufficient to complete the work, the GC, CM or QP shall, at no expense to the Owner, provide such materials as necessary to complete the work.
14. In the event that at the completion of the work the vendor has not submitted invoices totaling the value of this purchase order, this purchase order shall be considered complete and closed.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Watchfire Enterprises, Inc.

2 Business name/disregarded entity name, if different from above

Watchfire Signs, LLC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1015 Maple

6 City, state, and ZIP code

Danville, IL 61832

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

2 6 - 2 2 3 1 2 8 3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

6-10-21

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.