

# FACPAC Contract Change Order Supplemental Information Form (Ref# 64299)

Form Status: Saved

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Tier 1 Project: Phase 6 Additions and Renovations - Project #175-520  
BG Number: 21-042 District: Beechwood Independent (HB678) (026)  
Status: Active Phase: Project Initiation (View Checklist)

Contract: THE GEILER COMPANY, 0215, MECHANICAL  
Type: CM Bid Package Proposed

Change Order Number 215-06  
Time Extension Required No  
Date Of Change Order 2/12/2026  
Change Order Amount To Date

## Construction Contingency

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

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Current Approved Amount	\$2,677,743.00
Net Approved COs	\$790,818.50
Remaining After Approved COs	\$1,886,924.50
Net All COs	\$929,737.11
Remaining After All COs	\$1,748,005.89

This Requested Change Order Amount (\$4,927.50)

+/-

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

+/-

Change In CM Fee This Change Order \$0.00

+/-

Remaining Construction Contingency  
Balance

Contract Change Requested By Local Board of Education

Contract Change Reason Code Backcharge

Change Order Description And Justification

Credit change order to offset the additional cost of commissioning services due to ongoing installation deficiencies.

Cost Benefit To Owner

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.

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<b>Detail Item</b>	<b>Amount</b>	<b>Percent of Total</b>
Labor	(\$4,927.50)	100.00%
Materials		0.00%
Profit and Overhead		0.00%
Bond Insurance		0.00%
<b>Cost Breakdown Total:</b>	<b>\$-4,927.50</b>	
Cost for this Change Order supported by an alternate bid or competitive price quote	No	
Explain Why		

**Change Order Supplemental Information Form Signature  
Page (Online Form Ref# 64299)**

Architect



2/24/26

Date

Construction Manager



2/12/26

Date

Finance Officer

Date

Local Board of Education Designee

Date

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## Change Order - Construction Manager-Adviser Edition

OWNER   
 CONSTRUCTION MANAGER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

**PROJECT** (Name and Address)  
 BEECHWOOD INDEPENDENT SCHOOLS PHASE 6B  
 54 BEECHWOOD ROAD  
 FORT MITCHELL, KY 41017

**CHANGE ORDER NUMBER:** 215-06  
**INITIATION DATE:** 2/12/2026

**TO CONTRACTOR** (Name and Address)  
 THE GEILER COMPANY

**PROJECT NUMBERS:** 000744  
**CONTRACT DATE:** 5/17/2022  
**CONTRACT FOR:** BID PACKAGE #215 MECHANICAL

**THE CONTRACT IS CHANGED AS FOLLOWS:**


Credit change order to offset the additional cost of commissioning services due to ongoing installation deficiencies.

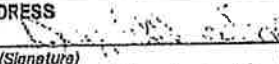
The original Contract Sum was	2,498,873.00
Net change by previously authorized Change Orders	36,233.85
The Contract Sum prior to this Change Order was	2,535,106.85
The Contract Sum will be Decreased by this Change Order in the amount of	-4,927.50
The new Contract Sum including this Change Order will be	2,530,179.35

The Contract Time will be adjusted by 0 days.  
 The date of Substantial Completion as of the date of this Change Order therefore is 4/18/2024.

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

CODELL CONSTRUCTION COMPANY  
 \_\_\_\_\_  
**CONSTRUCTION MANAGER** (Firm Name)  
 4475 ROCKWELL ROAD WINCHESTER, KY 40391  
 \_\_\_\_\_  
**ADDRESS**  
 \_\_\_\_\_  
 BY (Signature)   
 \_\_\_\_\_  
 (Typed Name) **DATE:** 2/12/26

ROBERT EHMET HAYES & ASSOCIATES  
 \_\_\_\_\_  
**ARCHITECT** (Firm Name)  
 2512 DIXIE HIGHWAY FORT MITCHELL, KY 41017  
 \_\_\_\_\_  
**ADDRESS**  
 \_\_\_\_\_  
 BY (Signature)   
 \_\_\_\_\_  
 (Typed Name) **DATE:** 2/24/26

THE GEILER COMPANY  
 \_\_\_\_\_  
**CONTRACTOR** (Firm Name)  
 \_\_\_\_\_  
**ADDRESS**  
 \_\_\_\_\_  
 BY (Signature)   
 \_\_\_\_\_  
 (Typed Name) **DATE:** 2/12/26

BEECHWOOD INDEPENDENT SCHOOLS BOARD OF  
 \_\_\_\_\_  
**OWNER** (Firm Name)  
 50 BEECHWOOD ROAD FORT MITCHELL, KY 41017  
 \_\_\_\_\_  
**ADDRESS**  
 \_\_\_\_\_  
 BY (Signature)  
 \_\_\_\_\_  
 (Typed Name) **DATE:**

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User Notes:

(1884033357)



Building Commissioning  
 Energy Solutions  
 Thermal Imaging  
 Building Envelope Testing  
 Maintenance Consultation

December 16, 2025

Mr. Justin Kaiser  
 Superintendent  
 Beechwood Independent Schools  
 54 Beechwood Road  
 Ft. Mitchell, KY 41017

RE: Beechwood Upgrades 6B  
 Commissioning Added Services Agreement

Dear Mr. Kaiser,

Due to prior and ongoing installation deficiencies related to the 6B project, ZH Commissioning has incurred considerable costs for reasons outside of our agreed upon scope of work and original fee estimate. The added effort is the direct result of contractor negligence, inferior work quality, and overall schedule delays. These issues are well documented and contained within our commissioning issues log.

I have included a breakout of additional time spent to date, as well as an estimated projection of additional hours for future support.

Added costs incurred to date:

106 Hrs @ \$135/hr. **\$14,310**

Additional Hours Estimated, billed as used:

40 Hrs @ \$135/hr. **\$5,400**

*\$49,275.00 Geiden  
 \$14,782.50 Delta*

*\$19,710*

With your approval, we will invoice the already incurred cost immediately, and plan to the use the additional hours estimate as-needed.

### Systems Within the Proposed Scope

- Heating, cooling, refrigeration, ventilation systems and controls
- Lighting and Lighting Control Systems

### Construction Phase Services

ZH Commissioning will:

1. Attend project meetings as necessary.
2. Maintain and update the project resolution tracking form detailing all outstanding deficiencies using our online reporting system.
3. Finalize HVAC and lighting testing and backcheck contractor resolutions.

### Terms and Conditions

- Additional services are available upon request and authorization from the client. Additional efforts will be billed at our normal hourly rates as follows:
  - ZH Commissioning Partner: \$135
  - CxA (Commissioning Agent): \$115
  - CxT (Commissioning Technician): \$95
  - Administrator: \$65
- ZHCx will bill the Client on a progress basis with payment to be made within thirty (30) days of invoice date. Interest in the amount of one and one-half percent (1.5%) per month shall accrue on all invoices ninety (90) days after invoice date. ZHCx shall have the right to suspend its work on the Project, after giving the Client seven (7) days written notice of its intent to suspend services, if any invoice becomes more than ninety (90) days past due.
- If the Project is commenced and then for any reason, including but not limited to failure of payment, suspended for more than three (3) months, ZHCx shall have the right to renegotiate the balance of its fee, and the cost of Project restart, or to terminate this Agreement.
- The accepted proposal includes time for one backcheck per item. If a large number of issues require more than one backcheck, due to contractor negligence, ZHCx reserves the right to additional compensation.
- All work will be performed during normal business hours (8am-5pm). Any additional costs associated with work outside normal business hours will need to be coordinated between the client and ZH Commissioning.
- If, due to contractor negligence, poor communication, or any other scenario that causes ZH Commissioning additional visits outside of the baseline scope of work, ZH Commissioning reserves the right to invoice the client for the additional efforts required to complete the commissioning process. This includes inaccurate,

incomplete, or mis-stated contractor responses to the issues resolution tracking form that cause ZH Commissioning multiple attempts to back check commissioning issues. ZH Commissioning will quantify the additional efforts caused by the contractor and submit that information to the Client so they may back charge the responsible contractor. Prior approval for additional compensation is required from the Client.

- If the systems within the commissioning scope of work are not ready for Prefunctional or Functional performance testing prior to Owner occupancy, causing ZH Commissioning to perform work outside of normal business hours, ZH Commissioning reserves the right to additional compensation from the Client. Additional Time and Material will be billed at time and a half of our listed hourly rates. ZH Commissioning will submit this information to the client so they may back charge the responsible contractor. Prior approval for additional compensation is required from the Client.

If you have any questions or would like to discuss this proposal, please do not hesitate to contact me.

Respectfully,




Ian Holten  
Partner  
CxA, LEED AP, Level 1 Certified IR Thermographer



**Contract Signature**

If you find the proposal acceptable, please sign below and return.

<b>Company</b> Zerhusen Holten Commissioning, LLC		<b>Client</b> Beechwood Independent Schools	
<b>Signature</b> 		<b>Signature</b>	
<b>Name (Print)</b> Ian Holten		<b>Name (Print)</b>	
<b>Title</b> Partner	<b>Date</b> 12/16/25	<b>Title</b>	<b>Date</b>

**Contact Information**

Please fill out the information below and return or click on the URL below to submit contact information electronically to ZH Commissioning.

<https://app.smartsheet.com/b/form?EQBCT=81f624efcdb04148afccab454846813f>

<b>Project Title</b> <b>Beechwood Upgrades PH 6B</b>		
<b>Project Contact:</b>		
<b>Name and Title</b>	<b>E-mail</b>	<b>Phone Number</b>
<b>Address</b>		
<b>Billing Contact:</b>		
<b>Name and Title</b>	<b>E-mail</b>	<b>Phone Number</b>
<b>Address</b>	Address Invoices To <i>(If invoices should be addressed to a business or person other than the billing contact, please provide the name and address of the business or person to whom the invoices should be addressed)</i>	
<b>Comments for Billing</b>		