



**ROBERT EHMET HAYES & ASSOCIATES, PLLC**  
465 Centre View Boulevard, Building 18, Crestview Hills, Kentucky 41017  
859-331-3121

April 30, 2026

VIA EMAIL

To: Mr. Matt Atkins, Superintendent  
Newport Independent Schools

RE: Newport Independent Schools  
Newport High School – CTE Renovations  
BG #23-501 / REH #149-523

Enclosures: 1. Copy of Change Order No. 1.

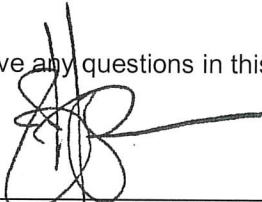
Please note KDE's Supplemental Form attached (requires additional signatures).

Action

Required:

1. Obtain Board approval.
2. Execute the Change Order and the Supplemental Form, as appropriate.
3. Retain a fully executed copy for your file
4. Return an 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

  
\_\_\_\_\_  
Joseph Hayes

JAH:jhf



**AIA**<sup>®</sup>

# Document G701<sup>®</sup> – 2017

## Change Order

**PROJECT:** *(Name and address)*  
Newport High School - CTE Renovations  
900 East 6th Street  
Newport, KY 41071  
REH #149-523 / BG #23-501

**CONTRACT INFORMATION:**  
Contract For: Total Project  
Date: December 12, 2024

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001  
Date: April 27, 2026

**OWNER:** *(Name and address)*  
Newport Independent Board of Education  
30 West 8th Street  
Newport, KY 41071

**ARCHITECT:** *(Name and address)*  
Robert Ehmet Hayes & Associates, PLLC  
465 Centre View Boulevard  
Crestview Hills, KY 41017

**CONTRACTOR:** *(Name and address)*  
Ashley Construction, Inc.  
1088 Walburg Avenue Suite 301  
Villa Hills, KY 41017

**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.)*

COR #1 - Credit for using MC wiring instead of Conduit - Deduct (\$6,780).

COR#2 - Credit for Overpayment of DPO for Delivery Fees - Deduct (\$295).

COR#3 - Polish Concrete in Room 101 / Quick Grind Rooms 125, 131, 131A, 131B and the Hall between 131E and 133 - Add \$18,451.

COR#4 - Add Rubber Flooring to Room 123, 127 and 129 - Add \$13,391.

COR #5 - Balance of Labor that was on original DPO for Interior Supply - Add \$8,565.

The original Contract Sum was

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

The Contract Sum will be increased by this Change Order in the amount of

The new Contract Sum including this Change Order will be


\$	719,033.00
\$	0.00
\$	719,033.00
\$	33,332.00
\$	752,365.00

The Contract Time will be unchanged by ( ) days.

The new date of Substantial Completion will be

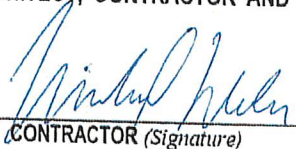
**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed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

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

  
\_\_\_\_\_  
ARCHITECT *(Signature)*

BY: Joseph Hayes  
\_\_\_\_\_  
*(Printed name, title, and license number if required)*

4/29/26  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
CONTRACTOR *(Signature)*

BY: Mike Weber  
\_\_\_\_\_  
*(Printed name and title)*

4/28/26  
\_\_\_\_\_  
Date

\_\_\_\_\_  
OWNER *(Signature)*

BY: Matt Atkins, Superintendent  
\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
Date

# FACPAC Contract Change Order Supplemental Information Form (Ref# 64842)

Form Status: Saved

Tier 3 Project: Newport High School CTE Renovations

BG Number: 23-501

Status: Active

District: Newport Independent (HB678) (452)

Phase: Project Initiation (View Checklist)

Contract: Ashley Builders, 0001, Total Project

Type: General Contractor

Proposed

Change Order Number	1
Time Extension Required	No
Date Of Change Order	4/27/2026
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	\$257,304.00
Net Approved COs	\$-8,738.85
Remaining After Approved COs	\$266,042.85
Net All COs	\$24,593.15
Remaining After All COs	\$232,710.85

This Requested Change Order Amount \$33,332.00

+/-

Change In A/E Fee This Change Order

+/-

Change In CM Fee This Change Order

+/-

Remaining Construction Contingency  
Balance

Contract Change Requested By Architect/Engineer; General Contractor; Local Board of  
Education

Contract Change Reason Code Expansion of Scope; Found Condition; Improved  
Plans/Specs; Reduction of Scope

Change Order Description And Justification

COR#1 - Credit for using MC wiring instead of Conduit - Deduct (\$6,780).

COR#2 - Credit for Overpayment of DPO for delivery fees - Deduct (\$295).

COR#3 - Polish Concrete in Room 101 / Quick Grind Rooms 125, 131, 131A, 131B and the

Hall between 131E and 133 - Add \$18,451.

COR#4 - Add Rubber Flooring to Room 123, 127 and 129 - Add \$13,391.

COR #5 - Balance of Labor that was on Original DPO for Interior Supply - Add \$8,565.

Cost Benefit To Owner

COR#1 - Contractor used MC wiring instead of Conduit so a credit was taken for the price difference.

COR#2 - An additional delivery fee was added to the DPO which was the responsibility of the contractor. A credit was given for the amount the owner paid.

COR#3 - Polishing and grinding the concrete in rooms that did not receive flooring was done while the contractor was on site. This was done to extend the life of the concrete and allow for easier cleaning.

COR#4 - Additional flooring was added to Rooms 123, 127 and 129 while the contractor was on site.

COR#5 - The original DPO for US Specialites contained labor. A credit was given on the DPO. No cost 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.

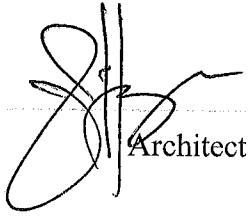
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Detail Item	Amount	Percent of Total
Labor	\$3,733.00	11.20%
Materials	\$25,975.00	77.93%
Profit and Overhead	\$3,031.00	9.09%
Bond Insurance	\$593.00	1.78%
<b>Cost Breakdown Total:</b>	<b>\$33,332.00</b>	

Cost for this Change Order supported No  
by an alternate bid or competitive price  
quote

Explain Why

**Change Order Supplemental Information Form Signature  
Page (Online Form Ref# 64842)**



Architect

4/28/26  
Date

N/A

Construction Manager

Date

Finance Officer

Date

Local Board of Education Designee

Date

# Owner Change Order

**NO.** R1

**ASHLEY CONSTRUCTION**

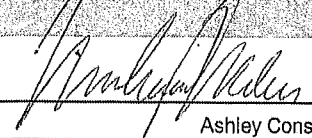
**DATE** 4/22/26

1088 Walburg Ave #301, Villa Hills, KY 41017

for office use only

Phone No. 859-341-0050 Fax No. 859-341-4625

TO:	JOB NAME & ADDRESS		
Newport Independent School District	Newport CTE		
Comtek Interiors - polish concrete in rooms 101, grind all concrete floors called out not to receive any flooring			\$15,783
Comtek Interiors - add resilient flooring in rooms 123, 127, and 129			\$11,455
US Specialties - balance of DPO not paid by school for labor			\$8,565
Interior Supply - credit for overpayment of DPO by Owner			(\$295)
KW- credit for using MC wiring instead of conduit			(\$5,800)
Bond			\$594
Overhead & Profit			\$3,030
WE AGREE hereby to make changes as specified above at this price			\$33,332

**X**  \_\_\_\_\_ 4/22/26  
 Ashley Construction, Inc. by \_\_\_\_\_ Date 4/22/26

ACCEPTED: The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in the original contract

\_\_\_\_\_  
 Owner Representative \_\_\_\_\_ Date

This change becomes part of, and in conformance with the existing contract  
 cc: Superintendent:

**KW** Electric  
Heating & Air  
Plumbing  
**Mechanical, Inc.**

*Electric Division*

Date: 8-29-25

To: Ashley Construction

Attn: Mike

Re: Newport High School CTE

Ref: KWE-24195C4

**CHANGE ORDER #4**

KW Electric proposes to furnish labor, material, and supervision at the above referenced project for the following:

-Credit for running some MC cable instead of EMT conduit

Credit \$5,800.00 to original contract amount

**\*QUOTED PRICE IS GOOD FOR 15 DAYS**

Thank you for the opportunity to bid this work. Please feel free to call with any questions.

Sincerely,

Mark Bay

	\$	5800.00
o/p		819.71
Bond		160.66
	\$	<u>6780.37</u>



850 Redna Terrace  
 Cincinnati, OH 45215  
 Tel: 513-761-3410 Fax: 513-679-5475

# Invoice

Invoice # : 758695  
 Order # : 301854  
 Date : Aug 28, 2025

Customer:  
 NEWPORT INDEPENDENT SCHOOLS  
 30 W 8th St  
 Newport, KY 41071

Ship To:  
 NEWPORT HS CTE  
 C/O Ashley Builders  
 900 EAST 6TH STREET  
 Newport, KY 41071

Account Code	: NWP100	Quote #	:
Terms	: Net 30 Days	Purchase Order #	: 54486 #2
Customer Job #	:	Shipped Via	:
Salesperson	: Mike Bastiani	Contact	: Sam Dledenhofer
Order Name	: NEWPORT HS CTE		

<u>Invoiced</u>	<u>Product Description</u>
2	Flush Bolt FB458 BLK
1	Cylinder Housing 20-079 626
1	MORTISE CYLINDER 26-094 X K510-730 X XQ11-948 X 36-083 X 36-082-037 626
1	Vandal Resistant Trim VR910-NL LH US32D

<u>Shipment Number</u>	<u>Shipment Date</u>	<u>Note</u>
64276	Aug 28, 2025	SHIPPING DIRECT TO; ASHLEY CONSTRUCTION, 3005 DIXIE HWY, COVINGTON, KY 41017. ATTN: MIKE W/NEWPORT H.S.

Pre-Tax Total	:	295.42
Exempt	:	0.00
<b>Amount Due</b>	:	<b>295.42</b>

\*\*\*\*\*REMIT TO\*\*\*\*\* ASK ABOUT ACH PAYMENT CAPABILITIES!  
 INTERIOR SUPPLY  
 L-4352  
 Columbus, Ohio 43260-4352  
 \*\*\*\*\*

Printed Oct 27, 2025 10:13 AM



Interiors

**COMTEK INTERIORS, INC.**  
 1967 Kingsview Drive Phone: 513-772-2485  
 Lebanon, OH 45036 Fax: 513-782-5032

# Request for Change Order

Attention: MIKE WEBER  
 Customer PO: CONT TO FOLLOW  
 Date: 9/9/2025  
 Project #: 3967  
 Request #: 3 CO #: 0  
 Manager: CHRIS A HONEYCUTT

12044

**Ship To**

NEWPORT HS CTE RENOVATIONS  
 900 EAST 6TH STREET  
 NEWPORT, KY

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**Contacts**

SCOTT BROCK Cell: (859) 393-2238	MIKE WEBER Phone: (859) 341-0050 Cell: (859) 468-4587 Fax: (859) 341-4625
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**Bill To**

ASHLEY CONSTRUCTION, INC.  
 1088 WAHLBURG  
 SUITE 301  
 VILLA HILLS, KY 41017

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**Contacts**

MIKE WEBER Phone: (859) 341-0050 Cell: (859) 468-4587 Fax: (859) 341-4625	SCOTT BROCK Cell: (859) 393-2238
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**Description of Change Order Request:**

POLISHED CONCRETE / CONCRETE SEALER / GRINDING

**Additional Information:** POLISH CONCRETE IN ROOM 101

**ADD**

MANUFACTURER:			STYLE:		
COLOR NAME:	COLOR NUMBER:	UOM:	QUANTITY:	UNIT PRICE:	TOTAL PRICE:
<b>1 CONCRETE POLISHING LABOR -</b>					
COMTEK INTERIORS, INC			LABOR		
LABOR		SF	1,715.00	2.500	4,287.50
<b>2 EQUIPMENT FEE - GENERATOR RENTAL -</b>					
COM TEK INTERIORS, INC			EQUIPMENT BUDGET		
N/A	N/A	SF	1,715.00	1.000	1,715.00
<b>3 EQUIPMENT FEE - HEAVY GRINDER &amp; DIAMOND HEAD PLATES -</b>					
COMTEK INTERIORS, INC			EQUIPMENT COST		
N/A		SF	1,715.00	1.500	2,572.50
<b>Total ADD \$</b>					<b>8,575.00</b>

**Total This Option - Tax Included : \$ 8,575.00**

**Additional Information:** "QUICK GRIND" ROOMS: 125; 131; 131A; 131B; HALL BETWEEN 131E & 133

**ADD**

MANUFACTURER:			STYLE:		
COLOR NAME:	COLOR NUMBER:	UOM:	QUANTITY:	UNIT PRICE:	TOTAL PRICE:
<b>1 EQUIPMENT FEE - GENERATOR RENTAL -</b>					
COM TEK INTERIORS, INC			EQUIPMENT BUDGET		
N/A	N/A	SF	1,550.00	0.750	1,162.50
<b>2 EQUIPMENT FEE - HEAVY GRINDER &amp; DIAMOND HEAD PLATES -</b>					
COMTEK INTERIORS, INC			EQUIPMENT COST		
N/A		SF	1,550.00	0.750	1,162.50
<b>3 CONCRETE GRINDING LABOR -</b>					
COMTEK INTERIORS, INC			LABOR		
LABOR		SF	1,550.00	1.000	1,550.00

**ASHLEY CONSTRUCTION, INC.**

**NEWPORT HS CTE RENOVATIONS**

Total ADD \$ 3,875.00

Total This Option - Tax Included : \$ 3,875.00

Additional Information: 2-COATS ACRYLIC CONCRETE SEALER IN ROOMS: 125; 131; 131A; 131B; HALL BETWEEN 131E & 133

**ADD**

MANUFACTURER:			STYLE:		
COLOR NAME:	COLOR NUMBER:	UOM:	QUANTITY:	UNIT PRICE:	TOTAL PRICE:
<b>1 ACRYLIC CONCRETE SEALER - 2 COATS -</b>					
TBD			TBD		
TBD		SF	1,550.00	1.100	1,705.00
<b>2 EQUIPMENT FEE FOR APPLICATION -</b>					
COMTEK INTERIORS, INC			EQUIPMENT COST		
N/A		SF	1,550.00	0.300	465.00
<b>3 CONCRETE SEALER LABOR -</b>					
COMTEK INTERIORS, INC			LABOR		
LABOR		SF	1,550.00	0.750	1,162.50

Total ADD \$ 3,332.50

Total This Option - Tax Included : \$ 3,332.50

Total This Request - Tax Included : \$ 15,782.50

UNIT PRICES:

- POLISHING UNIT PRICE = \$5.00 PER SQ FOOT
- ONE PASS "QUICK GRIND" = \$2.50 PER SQ FOOT
- 2 COATS ACRYLIC CONCRETE SEALER = \$2.15 PER SQ FOOT (INCLUDES LABOR)

o/p 2,231.54  
 Bond 437.18  
\$ 18,451.22

SALESMAN'S SIGNATURE \_\_\_\_\_

CUSTOMER'S AUTHORIZATION \_\_\_\_\_



**COMTEK INTERIORS, INC.**  
 1967 Kingsview Drive Phone: 513-772-2485  
 Lebanon, OH 45036 Fax: 513-782-5032

# Request for Change Order

Attention: MIKE WEBER  
 Customer PO: CONT TO FOLLOW  
 Date: 3/5/2025  
 Project #: 3967  
 Request #: 2 CO #: 0  
 Manager: CHRIS A HONEYCUTT

12044

Ship To

NEWPORT HS CTE RENOVATIONS  
 900 EAST 6TH STREET  
 NEWPORT, KY

Bill To

ASHLEY CONSTRUCTION, INC.  
 1088 WAHLBURG  
 SUITE 301  
 VILLA HILLS, KY 41017

Contacts

SCOTT BROCK  
 Cell: (859) 393-2238

MIKE WEBER  
 Phone: (859) 341-0050  
 Cell: (859) 468-4587  
 Fax: (859) 341-4625

Contacts

MIKE WEBER  
 Phone: (859) 341-0050  
 Cell: (859) 468-4587  
 Fax: (859) 341-4625

SCOTT BROCK  
 Cell: (859) 393-2238

**Description of Change Order Request:**

REVISED QUOTE --ADD RUBBER TO 3 ROOMS: 123, 127, 129

**Additional Information:** REVISED QUOTE --ADD RUBBER TO 3 ROOMS: 123, 127, 129

ADD

MANUFACTURER:		STYLE:				
COLOR NAME:	COLOR NUMBER:	UOM:	QUANTITY:	UNIT PRICE:	TOTAL PRICE:	
1	RT-1 RUBBER TILE MATERIAL -					
	NORA SYSTEMS, INC.		GRANO 3.5MM 1MX1M TILE			
	FRANKENCENSE	5303	SF	530.00	11.613	6,155.00
2	RUBBER TILE ADHESIVE -					
	NORA SYSTEMS, INC.		AC MR 95 ADHESIVE - 4 GALLON - ONE-PART ACRYLIC			
	4 GALLON PAIL		EA	1.00	320.000	320.00
3	B-1 RUBBER BASE -					
	JOHNSONITE®		4" RUBBER COVE			
	FUDGE	167	LF	240.00	1.250	300.00
4	BASE ADHESIVE -					
	HENRY'S		#440 COVE BASE ADHESIVE 30 OZ TUBES (60 LF PER TUBE)			
	N/A		EA	4.00	10.000	40.00
5	RT-1 RUBBER TILE LABOR -					
	COMTEK INTERIORS, INC		RUBBER TILE LABOR			
	N/A		SF	530.00	2.000	1,060.00
6	B-1 WALL BASE LABOR -					
	COM TEK INTERIORS, INC		WALL BASE LABOR			
	N/A		LF	200.00	1.000	200.00
7	FLOOR PREP- MATERIAL -					
	SCHONOX		SL - FEATHER FINISH / FINISHING FLOOR PREP			
	10 LB BAG		EA	4.00	22.500	90.00
8	FLOOR PREP - LABOR -					
	COMTEK INTERIORS, INC		LABOR			
	N/A		HR	4.00	55.000	220.00
9	MOISTURE MITIGATION MATERIALS -					
	COMTEK INTERIORS, INC		MOISTURE MITIGATION - NO SHOT BLASTING			
	N/A		SF	400.00	3.500	1,400.00

**ASHLEY CONSTRUCTION, INC.**

**NEWPORT HS CTE RENOVATIONS**

<b>10</b>	<b>MOISTURE MITIGATION LABOR -</b>					
	COMTEK INTERIORS, INC			LABOR		
	N/A		SF	400.00	2.000	800.00
<b>11</b>	<b>EQUIPMENT COSTS -</b>					
	COMTEK INTERIORS, INC			EQUIPMENT COST		
	N/A		SF	400.00	1.000	400.00
<b>12</b>	<b>VINYL TRANSITION BUDGET -</b>					
	COMTEK INTERIORS, INC			TRANSITION LABOR		
	MISC TRIM MATERIALS		EA	4.00	30.000	120.00
<b>13</b>	<b>FREIGHT FOR NORA MATERIALS -</b>					
	NORA SYSTEMS, INC.			FREIGHT		
	N/A		SF	530.00	0.660	350.00

*Total ADD* \$ 11,455.00

**Total This Option - Tax Included :** \$ 11,455.00

**Total This Request - Tax Included :** \$ 11,455.00

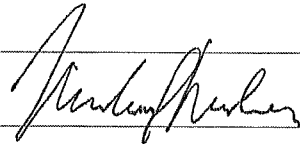
*o/p* 1,618.94

*Bond* 317.30

\$ 13,391.24

SALESMAN'S SIGNATURE

CUSTOMER'S AUTHORIZATION



# U.S. SPECIALTIES®

CONSTRUCTION PRODUCTS & SERVICES

and

## Best Blind and Shade

Divisions of The Paul Bickel Company, Incorporated  
 2205 River Road -- Louisville, KY 40206  
 PH. (502) 587-9000

### INVOICE

INVOICE NO.

74302

SOLD TO  
 ASHLEY BUILDERS  
 30 W 8TH STREET  
 NEWPORT, KY 41071

SHIP TO  
 NEWPORT HIGH SCHOOL CTE RENO  
 900 E SIXTH ST  
 NEWPORT, KY 41071

ACCOUNT NO.	SALES MAN NO.	PURCHASE ORDER NO.	SHIP VIA	COLL.	PPD.	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
ASHLEY B		54483	225-1289AR				Net 30	12/1/25	1

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
ITEMS ARE NON-TAXABLE				
	1	LOT OF PLASTIC LAMINATE CASEWORK AND TOPS, AND EPOXY RESIN COUNTERTOPS  INSTALLATION LABOR	8,565.00	8,565.00
<p>Remit To: U.S. SPECIALTIES                  2205 RIVER ROAD                  LOUISVILLE, KY 40206</p>				
			SALES AMOUNT	8,565.00
			<b>TOTAL</b>	<b>8,565.00</b>