



**KRAUS-ANDERSON®**  
Construction Company

## Change Order Request

**Project:** 1923025-02  
La Crosse Center Expansion & Renovation  
400 La Crosse Street  
La Crosse, WI 54601

**COR #** 210.00

**Date:** 5/26/2021

**To: Owner** City of La Crosse  
400 La Crosse Street  
La Crosse, WI 54601

**From:** Kraus-Anderson Construction Company  
151 East Wilson Street, Suite 100  
Madison, WI 53703

**PCO #** 311 - Head of Wall Firestopping

Item #	Description	Vendor	Amount
1	Head of Wall Firestopping	H.J. Martin & Sons, Inc.	\$8,383.10
<b>Total For Change Order</b>			<b>\$8,383.10</b>

**Approved By:** City of La Crosse

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submitted By:** Kraus-Anderson Construction Company

**Signed:** *Peter Linsmeier*  
6867371012384A6...

**Date:** 5/26/2021 | 1:24 PM CD

**Accepted By:** I & S Group, Inc.

**Signed:** *Kevin Bills*  
B2D92ADEC16949C...

**Date:** 6/14/2021 | 2:57 PM CD

**Example of How to Submit PCO Cost**

*(PCO cost must be submitted on your company letter head, contain all of the info below, and faxed or emailed to KA PM and PC)*

**Company Name:** HJ Martin & Son, Inc.

**Project Name/Number:** La Crosse Center

**Date:** 4/21/2021


**PCO:** Fire Stopping Stairs DD & EE  
Head of Wall

<u>Write-Up Item</u>	<u>Write-up Description</u>
Architectural Item #	Description of work

Please see attached HJ Martin form for description

	<u>Cost</u>	<u>Description</u>	<u>Notes/Attachments</u>
Labor \$	7,494.00		
Equipment \$	-		
Material \$	127.00		
Tax on Material Only \$	-		
<b>H.J. Martin Subtotal \$</b>	<b>7,621.00</b>		
<b>10% Fee \$</b>	<b>762.10</b>	(10% is the max fee allowed on Sub CO's)	
<b>Total Cost of Change \$</b>	<b>8,383.10</b>		

Subcontractor acknowledges no other Cost associated with this PCO.

 Sign  
4/21/2021 Date

320 S. Military Avenue  
P.O. Box 11387  
Green Bay, WI 54307-1387  
Phone: (920) 494-3461  
Fax: (920) 494-4177  
Website: [www.hjmartin.com](http://www.hjmartin.com)



**WALLS & CEILING DIVISION**

**Change Order / Additional Work Request Form**

**To:** Peter Linsmeier **From:** Wyatt Tompkins

**Co:** Kraus Anderson Construction **Phone:** 920-655-3414

**Fax:** **Date:** 4/21/2021

**Re:** Fire Stopping Stairs DD & EE Head of Wall **Pages:**

**Project: La Crosse Center Expansion & Remodel**

**Change Order/Additional Work Summary:**  
Set up scaffolding, and scrape existing fire proofing at the head of wall for stairs DD & EE perimeter. Then stuff head of wall with mineral insulation, and apply fire stopping sealant on one side to complete fire rating.

Labor: \$8,243.40  
Material: \$139.70

This CO/AWR was originated by \_\_\_Sub-Contractor General Contractor \_\_\_Architect \_\_\_Owner, and I/we do hereby recommend acceptance and approval of the change to the contract with an Increase \_\_\_Decrease \_\_\_No Change, of the following amount:

**FOR THE SUM OF: \$8,383.10**

If this is acceptable, please issue a signed change order (or sign and return this form) so we can proceed as soon as possible. This proposal may be accepted within 30 days of its date, and will become a binding contract upon such acceptance by purchaser subject to review by seller. Please contact us for confirmation if time runs beyond 30 days. There are no representations, promises, warranties or agreements, not expressed herein. H.J. Martin & Son, Inc. is not able to proceed with this work without a signed change order.

Please feel free to call if you have any questions and/or concerns.

Accepted \_\_\_\_\_, 20\_\_\_\_

H.J. MARTIN & SON, INC.

By \_\_\_\_\_

By \_\_\_\_\_

General Contractor

Project Manager