



**KRAUS-ANDERSON®**  
Construction Company

## Change Order Request

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

**COR #** 228.00

**Date:** 6/14/2021

**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 #** 332 - RFI 406 Soffit Lowering

Item #	Description	Vendor	Amount
1	RFI 406 Soffit Lowering	H.J. Martin & Sons, Inc.	\$9,091.50
<b>Total For Change Order</b>			<b>\$9,091.50</b>

**Approved By:** City of La Crosse

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

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

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

**Signed:** DocuSigned by:  
*Peter Linsmeier*  
\_\_\_\_\_ 6867371012384A6...

**Date:** 8/24/2021 | 1:28 PM CD

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

**Signed:** DocuSigned by:  
*Kevin Bills*  
\_\_\_\_\_ B2D92ADEC16949C...

**Date:** 8/31/2021 | 3:56 AM 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.

**Date:** 2/25/2021

**PCO:** RFI #406

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

<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 \$	6,946.00		
Equipment \$	315.00		
Material \$	1,004.00		
Tax on Material Only \$	-		
<b>Subtotal \$</b>	<b>8,265.00</b>		
<b>10% Fee \$</b>	<b>826.50</b>	(10% is the max fee allowed on Sub CO's)	
<b>Total Cost of Change \$</b>	<b>9,091.50</b>		

Subcontractor acknowledges no other Cost associated with this PCO.

 Sign

2/25/2021 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:** 2/25/2021

**Re:** RFI #406 **Pages:**

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

<b>Change Order/Additional Work Summary:</b>	
Lower track portion of Ballroom folding partition soffits roughly 1'.	
Labor:	\$7,640.60
Material:	\$1,104.40
Equipment:	\$346.50

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: \$9,091.50**

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