



# Change Order Request

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

**COR #** 226.00

**Date:** 6/10/2021

**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 #** 337 - PR 26 T&M

Item #	Description	Vendor	Amount
1	PR 26 T&M	H.J. Martin & Sons, Inc.	\$3,911.18
2	PR 26 T&M	Fowler & Hammer, Inc.	\$184.80
<b>Total For Change Order</b>			<b>\$4,095.98</b>

**Approved By:** City of La Crosse

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

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

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

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

**Date:** 6/10/2021 | 11:56 AM CD

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

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

**Date:** 6/17/2021 | 8:14 AM CD



313 Monitor Street  
 La Crosse, WI 54603  
 Ph : (608)782-6849

*Change Request*

**To:** Peter Linsmeier  
 KRAUS-ANDERSON CONSTRUCTION  
 4125 Terminal Drive  
 Suite 100  
 McFarland, WI 53558  
 Ph: (608)838-5416 Fax: (608)838-5445

**Number:** CR 17  
**Date:** 6/4/21  
**Job:** 19-LC-9019 \*La Crosse Center  
**Phone:**

**Description:** CMU Demo @ elevator mech room

We are pleased to offer the following specifications and pricing to make the following changes:

**demo CMU @ elevator maechanical room for ductwork**

Work performed by us:					
Description	Quantity	Unit	Unit Price	Price	
Demolition - Selective	Labor	3.00	HR	\$56.00	\$168.00
				<b>Subtotal:</b>	\$168.00
			Self Performed OHP	\$168.00	10.00%
			Subcontractor OHP		
				<b>Subtotal:</b>	\$16.80
				<b>Total:</b>	\$184.80

If you have any questions, please contact me at (608)782-6849.

Submitted by: Mike Allen  
 FOWLER & HAMMER INC

Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Cc: File

**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:** 6/7/2021


**PCO:** #254 PR #26

Write-Up Item                      Write-up Description

Architectural Item #              Description of work                      Please see attached HJ Martin form for description

	<u>Cost</u>	<u>Description</u>	<u>Notes/Attachments</u>
Labor	\$ 2,279.76		
Equipment	\$ -		
Material	\$ 241.13		
Tax on Material Only	\$ -		
Subcontractor	\$ 1,084.00		
H.J. Martin Subtotal	\$ 2,520.89		
ProFoamers Subtotal	\$ 1,084.00		
Subcontractor's Fee	\$ 54.20 (5%)		
10% Fee	\$ 252.09 (10% is the max fee allowed on Sub CO's)		
<b>Total Cost of Change</b>	<b>\$ 3,911.18</b>		

Subcontractor acknowledges no other Cost associated with this PCO.

 Sign  
6/7/2021 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:** 6/7/2021

**Re:** PCO #254 – PR #26 **Pages:**

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

**Change Order/Additional Work Summary:**  
Cut into existing exterior wall for new door 3070. Re-drywall and finish interior side of wall after new box header and jambs are installed. Pricing also includes installing new door frame.

Labor: \$2,507.74  
Material: \$265.24  
Subcontractor: \$1,138.20

This CO/AWR was originated by \_\_\_ Sub-Contractor \_\_\_ General Contractor X Architect \_\_\_ Owner, and I/we do hereby recommend acceptance and approval of the change to the contract with an X Increase \_\_\_ Decrease \_\_\_ No Change, of the following amount:

**FOR THE SUM OF: \$3,911.18**

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



25488

## Job Work Order

320 South Military Avenue, Green Bay, WI 54303  
P.O. Box 11387, Green Bay, WI 54307

Phone: 920-494-3461 | Fax: 920-494-4177 | Website: www.hjmartin.com

BILL TO Krause Anderson	JOB NUMBER 51541	JOB NAME AND LOCATION Lacross Center	
WORK ORDERED BY Jon Bush	DATE OF ORDER 5-1-2021	STARTING DATE 5-14-2021	
DATE COMPLETED 5-15-2021	NUMBER OF INSTALLERS 2	NUMBER OF HOURS 24	ROOM NUMBER W504
DESCRIPTION OF WORK - INCLUDE DIAGRAM WHEN APPLICABLE			
Cutting In HM Door Frame For Access To Roof			
2 men 10 hours Framing and Rooking 1 man 4 hours Taping and Finishing			
Materials 4 - 10' 6" 16 gauge studs 1 - 10' 6" 16 gauge Track 2 - 10' 35/8 33 mil studs 1 - 10' 35/8 33 mil track 1 - 4x12x5/8 Dry wall 2 - 10' corner Bead 1/2 pail Drywall mud			

CUSTOMER SIGNATURE

DATE

AUTHORIZED SIGNATURE

DATE

6/7/2021