



It's real.

Memorandum

To: Mayor and City Council Members
Steve Parker, City Manager
From: Randy Kell, Director of Facilities
Through: Tim Howe, Assistant City Manager
Subject: Authorizing the City Manager to execute change order 4 with Estacado Construction for the interior refresh of the Public Works Warehouse Offices; and declaring an effective date
Date: 6/10/26

Historical Background

Estacado Construction was awarded the contract to complete renovations to the Public Works Office in the amount of \$133,498. We asked for approval of additional funds for contingency totaling \$153,523 for unforeseen issues. We have issued 3 change orders to date for unforeseen issues. Change Order 3 brought the new total slightly over the approved amount, but due to the nature of the emergency repair we asked them to move forward. During the fire final inspection, there were a few items identified by the fire marshal that need attention before they will give us a certificate of occupancy.

Action Requested

Approval of Change Order 4, bringing the new construction total to \$161,681.

Table with 2 columns: Description and Amount. Rows include Original Contract Amount (\$133,498), Sum of Previous Change Orders (\$21,231 CO 3 was an emergency repair on roof after storm), Change Order 4 Amount (\$6,952), and New Total Sum (\$161,681).

Procurement Methodology & Funding Source

Original project went through the formal bid process under bid number AF-2026-21. Funding for this change order will come from account FM23M&OCENTER which was approved as a capital project in budget year 2022-2023.

Staff Recommendation

Staff recommend approval of this change order.

ATTACHMENTS

- 1. Resolution authorizing the City Manager to execute change order 4 with Estacado Construction for the interior refresh of the Public Works Warehouse Offices; and declaring an effective date
2. Change Order 4 - Estacado Construction - PW Warehouse