

1316 COUNTY-CITY BUILDING
227 W. JEFFERSON BOULEVARD
SOUTH BEND, INDIANA 46601-1830



PHONE 574/235-9251
FAX 574/235-9171

CITY OF SOUTH BEND JAMES MUELLER, MAYOR
BOARD OF PUBLIC WORKS

October 14, 2025

Mr. Jeff Ritschard
Acorn Landscaping, LLC
3680 West Sample St.
South Bend, IN 46619
jeffritschard@yahoo.com; info@acornlandscapers.com

RE: Change Order No. 1- 2025 Brick Spot Repair – Project No. 125-015

Dear Mr. Ritschard:

At its October 14, 2025 meeting, the Board of Public Works approved the above referenced Change Order be increased by \$16,122, bringing the revised contract amount to \$194,519.

Enclosed is a copy of the Change Order for your records.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Hillary Horvath

Hillary Horvath, Clerk

Enclosures
HH

**CITY OF SOUTH BEND, INDIANA
DEPARTMENT OF PUBLIC WORKS
PROJECT CHANGE ORDER**



DATE: 10/06/2025
PROJECT NO: 125-015
PROJECT NAME: 2025 Brick Spot Repair
CONTRACT DATE: 8/12/2025
CHANGE ORDER NO: 1
SUBJECT OF CHANGE ORDER: PCR #1- Additional catch basin with casting and drain pipe to connect to drywell. Removal and replacement of concrete and curb in area of proposed catch basin.

The original contract sum	\$	178,397.00
Net change by previously authorized change orders	\$	0.00
The contract sum prior to this change order	\$	178,397.00
By this Change Order, the project amount is	<input checked="" type="checkbox"/> Increased <input type="checkbox"/> Decreased	\$ 16,122.00
The new contract sum including this change order	\$	194,519.00
This Change Order represents a total change of		9.03 %
Total change for entire project		9.03 %

Original contracted completion date/time	10/29/2025
Extension of date/time by previous change orders	0 days
Date/time extension by this change order	0 days
New completion date/time	10/29/2025

CONTRACTOR

Contractor Signature

Jeff Ritschard, estimator
Printed Name and Title

Acorn Landscaping, LLC
Company Name

3680 West Sample Street
Address

South Bend, IN 46619
City, State, Zip

RECOMMENDED FOR APPROVAL

CONSTRUCTION MANAGER

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik, President

Gary A. Gilot, Member

Murray L. Miller, Member

Joseph R. Molnar, Vice President

Breana Micou, Member

Attest: Hillary R. Horvath, Clerk

Date: October 14, 2025



3680 W. Sample St., South Bend, IN 46619

September 28, 2025

Quote for: Rex and Portage Additional Work (Brick Spot Repair)

We are submitting our pricing for the additional catch basin with pipe and casting and the concrete work.

Install one catch basin (24 inch diameter and 3 feet tall) with casting and connect to drywell with approx. 16 feet of 6 inch drain pipe \$6,786.00. If connecting pipe LFT changes use \$44.00 per LFT.

Remove existing concrete and curb in area of proposed catch basin per our onsite meeting and construct 16 SYS of new sidewalk with 19 LFT or integral curb after installation of new catch basin \$9,336.00. If concrete sidewalk changes use \$309.00 per SYD

Thank you.
Jeff Ritschard

Phone: 574-288-6950 Mobile: 574-292-6519

**BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM**

Date: 10/03/2025
Name: Lidya Abreha Department of Public Works – Engineering Division
BPW Date: 10/14/2025 Phone Extension: 5961

Required Prior to Submittal to Board

BPW Attorney ☒ Attorney Name **Michael Schmidt**

Dept. Attorney ☐ Attorney Name _____

Purchasing ☐ **Mickey Lovy**

Check the Appropriate Item Type – Required for All Submissions

- | | | |
|--|--|---|
| <input type="checkbox"/> Professional Services Agreement | <input type="checkbox"/> Contract | <input type="checkbox"/> Proposal |
| <input type="checkbox"/> Open Market Contract | <input type="checkbox"/> Amendment/Addendum | <input type="checkbox"/> Special Purchase, QPA |
| <input type="checkbox"/> Bid Opening | <input type="checkbox"/> Bid Award | <input type="checkbox"/> Req. to Advertise <input type="checkbox"/> Title Sheet |
| <input type="checkbox"/> Quote Opening | <input type="checkbox"/> Quote Award | <input type="checkbox"/> Reject Bids/Quotes |
| <input type="checkbox"/> Proposal Opening | <input type="checkbox"/> C/O & PCA No. _____ | <input type="checkbox"/> PCA |
| <input checked="" type="checkbox"/> Chg. Order, No. <u>1</u> | <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Other: _____ | | <input type="checkbox"/> Ease./Encroach |

Required Information

Company or Vendor Name Acorn Landscaping, LLC
New Vendor ☐ Yes ☐ If Yes, Approved by Purchasing
☒ No
MBE/WBE Contractor ☐ MBE ☐ WBE Completed E-Verify Form Attached ☐ Yes ☐ No
Project Name 2025 Brick Spot Repair
Project Number 125-015: PR-00042528
Funding Source Local Road & Street
Account No. 408-06-602-503-436008
Amount \$178,397.00
Terms of Contract Base quote + Alternate 1 + Alternate 2
Purpose/Description _____

For Change Orders Only

Amount of	<input checked="" type="checkbox"/> Increase	<u>\$16,122.00</u>
	<input type="checkbox"/> Decrease	<u>(\$)</u>
Previous Amount		<u>\$ 178,397.00</u>
	Increase	<u>9.03%</u>
Current Percent of Change:	Decrease	<u>(%) (from final project cost)</u>
New Amount		<u>\$ 0</u>
	Increase	<u>9.03%</u>
Total Percent of Change:	Decrease	<u>(%)</u>
Time Extension Amount:		<u>N/A</u>
New Completion Date:		<u>N/A</u>