



CITY OF SOUTH BEND

BOARD OF PUBLIC WORKS



January 13, 2026

Mr. Ken Hoy
Slatile Roofing and Sheet Metal Co.
1703 S. Ironwood Dr.
South Bend, IN 46613
Ken.hoy@slatile.com

RE: Change Order No. 1 – Monroe Street Arts Building Select Roof
Replacement – Project No. 125-021AR

Dear Mr. Hoy:

At its January 13, 2026 meeting, the Board of Public Works approved the above referenced Change Order be increased by \$59,820, bringing the revised contract amount to \$341,632 with a completion date of February 19, 2026.

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



CO #	DATE
125-021AR-1	12/18/2025

Subject: Change Order 1
Time Delay: Yes (40 Days)

CONTRACTOR

Slatile
Ken Hoy
1703 South Ironwood Drive
South Bend, IN 46613

BILL TO

City of South Bend
Public Works Engineering
215 South Doctor Martin Luther
King Junior Boulevard
Suite 400
South Bend, IN 46601

PROJECT

Monroe Street Arts Building Roof
Replacement
PROJECT #: 125-021AR
107 West Monroe Street
South Bend, IN 46601

DESCRIPTION

Additional Masonry and Leak Repair Work

	Qty	Price/Unit	Total
Masonry Repair, Elevator Penthouse	1	\$18,800.00/LS	\$18,800.00
<i>Rebuild approximately 80 linft of south wall with 8" CMU and 1 course of face brick. Remove and replace outer course of face brick from entire south face and approximately 3 feet of east and west elevator penthouse walls. Furnish and install a new 4'x7' hollow steel access door at elevator penthouse.</i>			
South Wall Steel Lintels, Remove and Replace	1	\$9,875.00/LS	\$9,875.00
<i>South Wall: Remove face brick to access steel lintels above 4 of the 3rd floor windows where the lintels have rusted and are causing the face brick to bulge and have become loose. Replace existing lintels with galvanized steel lintels of the same size. Replace face brick with like kind and size.</i>			
North Wall Steel Lintels, Remove and Replace	1	\$9,875.00/LS	\$9,875.00
<i>North Wall: Remove face brick to access steel lintels above 4 of the 3rd floor windows where the lintels have rusted and are causing the face brick to bulge and have become loose. Replace existing lintels with galvanized steel lintels of the same size. Replace face brick with like kind and size.</i>			
Center Building West Elevation, Masonry Repair	1	\$12,650.00/LS	\$12,650.00
<ul style="list-style-type: none">• Remove and replace all window lintels at 3rd floor.• Utilize galvanized steel for new lintels to prohibit future rusting.• Flash new lintels with Textro membrane flashing.• Tuckpoint from top of windows to coping level, 100% as needed. Replace spalled and broken brick with like kind.• Install weeps at new lintels.• Pressure wash all new masonry work.			



CO #	DATE
125-021AR-1	12/18/2025

	Qty	Price/Unit	Total
South Building West Elevation, Masonry Repair	1	\$6,579.00/LS	\$6,579.00
<p>· At second story windows, Tuckpoint from top of windows to coping level, 100% as needed. Replace spalled and broken brick with like kind.</p> <p>· Pressure wash all new masonry work.</p> <p>Full cost is \$9,250 with \$2,670 applied to allowance.</p>			
South Building South and East Elevations, Masonry Repair	1	\$1.00/LS	\$1.00
<p>Remove and replace caulking at all terracotta joints at South and East elevations.</p> <p>Full cost is \$22,330 that was all applied to allowance</p>			
Building 3 Roof Drain, Repair	1	\$2,040.00/LS	\$2,040.00
<p>Remove drain clamping ring, clay coping tiles in the immediate area. Install approximately 6'x6' EPDM membrane patch. Extend patch up the parapet wall, to the outside of the brick face. Seal patch to the existing EPDM membrane, reset drain clamping ring. Reinstall clay coping tiles at top of parapet wall. Inspect the rest of the EPDM roof surface for any open seams or punctures, patch as needed.</p>			

Subtotal	\$59,820.00
Tax: (0%)	\$0.00
Total	\$59,820.00

REVISED BALANCE SUMMARY	
Original Contract Amount	\$281,812.00
Net Change by Previous Change Orders	\$0.00
Contract Amount Prior to this Change	\$281,812.00
Amount of this Change Order	\$59,820.00
Revised Contract Amount, Including this Change Order	\$341,632.00

Contractor Signature Kyle Ludlow

Construction Manager Signature Kyle Ludlow



CO #	DATE
125-021AR-1	12/18/2025

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

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Attest: Hillary R. Horvath, Clerk

Date: January 13, 2026



INTER-OFFICE MEMORANDUM

DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING

TO: Hillary Horvath, Clerk
Board of Public Works

FROM: Zach Hurst, PE, Sr. Project Engineer

SUBJECT: Change Order No. 1 - Project No. 125-021AR
Monroe Street Arts Building Select Roof Replacement

DATE: 01/06/2026

The attached price breakdown shows a total increase to the contract of \$59,820, or 21.2%; however, \$18,800 of this price is unforeseen masonry repair work.

The base bid includes replacement of the roof at the elevator penthouse. During removal of the existing roof and coping, the interior supporting masonry was found to be in significantly worse shape than assumed. The supporting masonry will be rebuilt before installing the new roof system.

Other items are scope additions at the request of the building owner and her architect, using TIF funding.

Here is a summary of the change order, split between Scope Additions and Unforeseen Repairs:

- Scope Additions: \$41,020
 - Percent change to the contract: 14.6% (Less than 20%)
- Unforeseen Repairs: \$18,800
 - Percent change to the contract: 6.7%

BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM

Date	<u>01/06/2026</u>	Department	<u>DPW</u>
Name	<u>Zach Hurst</u>	Phone Extension	<u>3057</u>
BPW Date	<u>01/13/2026</u>		

Review and Approval Required Prior to Submittal to Board			
Diversity Compliance and Inclusion Officer	<input type="checkbox"/>	Officer Name	_____
BPW Attorney	<input type="checkbox"/>	Attorney Name	_____
Dept. Attorney	<input type="checkbox"/>	Attorney Name	_____
Purchasing	<input type="checkbox"/>	_____	

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	<u>Slatile Roofing and Sheet Metal</u>		
New Vendor	<input type="checkbox"/> Yes	<input type="checkbox"/> If Yes, Approved by Purchasing	
MBE/WBE Contractor	<input checked="" type="checkbox"/> No	<input type="checkbox"/> MBE	<input type="checkbox"/> Yes
	<input type="checkbox"/> WBE	Completed E-Verify Form Attached	<input type="checkbox"/> No
Project Name	<u>Monroe Street Arts Building Select Roof Replacement</u>		
Project Number	<u>125-021AR</u>		
Funding Source	<u>River West DA TIF</u>		
Account No.	<u>PO-0039742</u>		
Amount	<u>This change: \$59,820; Revised Amount: \$341,632</u>		
Terms of Contract			
Purpose/Description	<u>Change Order #1 adds masonry repair scope, as well as unforeseen masonry repairs at the elevator roof.</u>		

For Change Orders Only			
Amount of	<input checked="" type="checkbox"/>	Increase <u>\$ 59,820</u>	
	<input type="checkbox"/>	Decrease <u>(\$)</u>	
Previous Amount		<u>\$ 281,812</u>	
Current Percent of Change:		Increase <u>21.2%</u>	
New Amount		Decrease <u>(%)</u>	
Total Percent of Change:		Increase <u>21.2%</u>	
Time Extension Amount:		Decrease <u>(%)</u>	
New Completion Date:		<u>40 days</u>	
		<u>02/19/2026</u>	