



# CITY OF SOUTH BEND

## BOARD OF PUBLIC WORKS

May 26, 2026

Ms. Andrea Ritschard  
Acorn Landscaping, LLC  
3680 W. Sample St.  
South Bend, IN 46619  
[info@acornlandscaper.com](mailto:info@acornlandscaper.com)

RE: Change Order No. 1 – Urban Half Moon Tree Nursery – Project No. 125-017R

Dear Ms. Ritschard:

At its May 26, 2026 meeting, the Board of Public Works approved the above referenced Change Order be increased by \$3,317.50, bringing the revised contract amount to \$160,814.69.

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

Sincerely,

/s/ Hillary Horvath

Hillary Horvath, Clerk



CO #	DATE
125-017-2	05/11/2026

Subject: Unforeseen Debris Removal and Augur Testing  
 Requested By: Jeff Ritschard (Acorn Landscaping, LLC)  
 Time Delay: Yes (147 Days)

**CONTRACTOR**

Acorn Landscaping, LLC  
 Jeff Ritschard  
 3680 W Sample St  
 South Bend, IN 46619

**BILL TO**

City of South Bend  
 Public Works Engineering  
 215 S. Dr. MLK Jr. Blvd. Ste. 400  
 South Bend, IN 46601

**PROJECT**

Half Moon Tree Nursery  
 PROJECT #: 125-017  
 1440 Ignition Drive  
 South Bend, Indiana 46601

**DESCRIPTION**

Augur testing required due to unforeseen debris. Additional removal of unforeseen debris. Additional days for this work as well as weather delays.

Item	Qty	Price/Unit	Total
Augur Testing and Debris Removal <i>Augur Testing. Collection of debris that was set aside when the auguring of the holes operation happened. Includes hauling debris off site.</i>	1	\$3,317.50/LS	\$3,317.50

<b>Subtotal</b>	\$3,317.50
<b>Tax: (0%)</b>	\$0.00
<b>Total</b>	<b>\$3,317.50</b>



CO #	DATE
125-017-2	05/11/2026

REVISED BALANCE SUMMARY	
Original Contract Amount	\$157,497.19
Net Change by Previous Change Orders	\$0.00
Contract Amount Prior to this Change	\$157,497.19
Amount of this Change Order	\$3,317.50
Revised Contract Amount, Including this Change Order	\$160,814.69

Contractor Signature Andrea Ribchard

Construction Manager Signature Kyle Ludlow

**CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS**

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Attest: Hillary R. Horvath, Clerk

Date: May 26, 2026

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

Date: 5/19/2026  
 Name: Lidya Abreha Department of Public Works – Engineering Division  
 BPW Date: 5/26/2026 Phone Extension: 5961

**Required Prior to Submittal to Board**

BPW Attorney	<input checked="" 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 checked="" 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>Acorn Landscaping</u>
New Vendor	<input type="checkbox"/> Yes <input type="checkbox"/> If Yes, Approved by Purchasing
MBE/WBE Contractor	<input type="checkbox"/> No <input checked="" type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <u>Completed E-Verify Form Attached</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
Project Name	<u>Half Moon Tree Nursery</u>
Project Number	<u>n/a</u>
Funding Source	<u>USDA Urban &amp; Community Forestry Grant - 212-10-101-132-439300</u>
Account No.	<u>PR#00040816</u>
Amount	_____
Terms of Contract	<u>Unit pricing</u>
Special Contract Provisions	_____
Purpose/Description	<u>Change order #1</u>

**For Change Orders Only**

Amount of	<input checked="" type="checkbox"/> Increase <u>\$ 3,317</u>
	<input type="checkbox"/> Decrease <u>(\$ )</u>
Previous Amount	<u>\$ 157,497.19</u>
	Increase <u>2.1%</u>
Current Percent of Change:	Decrease <u>( ) %</u>
New Amount	<u>\$ 160,814.69</u>
	Increase <u>2.1%</u>
Total Percent of Change:	Decrease <u>( ) %</u>
Time Extension Amount:	_____
New Completion Date:	_____