



CITY OF SOUTH BEND

BOARD OF PUBLIC WORKS

July 14, 2026

Kenneth Hoy, Jr.
Slatile Roofing and Sheet Metal Co.
1703 S. Ironwood Dr.
South Bend, IN 46613
Ken.hoy@slatile.com; debra.carothers@slatile.com

RE: Change Order No. 1 (Final)/Project Completion Affidavit
Potawatomi Conservatory Roof Replacement - Project No. 125-049

Dear Kenneth:

At its July 14, 2026 meeting, the Board of Public Works approved the Final Change Order for this project, have a time extension of sixty-four (64) days with a completions date of March 5, 2026.

In addition, the Project Completion Affidavit for this project was approved in the amount of \$151,812. Copies of the Change Order and Project Completion Affidavit are enclosed for your records.

Sincerely,
/s/Hillary Horvath
Hillary Horvath, Clerk



INTER-OFFICE MEMORANDUM

DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING

TO: Hillary Horvath, Clerk
Board of Public Works
FROM: Zak Tebell, Project Engineer
SUBJECT: Change Order: 125-049 Potawatomi Conservatory Roof Replacement
DATE: 7/1/2026

Change Order #1 for the Potawatomi Conservatory Roof Replacement includes a change in project timeline but no change in the Project's budget. Slatile Roofing and Sheet Metal Co. has requested an additional 64 days due to inclement weather, specifically colder temperatures lasting longer than normal after winter. The roofing material used requires a window of multiple warm weather days in a row in order to meet installation specifications.

Please Respond with any questions (EXT. 9358)

We deliver services that empower everyone to thrive!!

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



DATE: 6/29/2026
PROJECT NO: 125-049
PROJECT NAME: Potawatomi Conservatory Roof Replacement
CONTRACT DATE: 9/09/2025
CHANGE ORDER NO: 1
SUBJECT OF CHANGE ORDER: Extension of Project completion date due to inclement weather.

The original contract sum	\$	151,812.00
Net change by previously authorized change orders	\$	0.00
The contract sum prior to this change order	\$	151,812.00
By this Change Order, the project amount is	☐ Increased ☐ Decreased	\$ 0.00
The new contract sum including this change order	\$	151,812.00
This Change Order represents a total change of		0.00 %
Total change for entire project		0.00 %

Original contracted completion date/time	12/31/2025
Extension of date/time by previous change orders	0 days
Date/time extension by this change order	64 days
New completion date/time	3/5/2026

CONTRACTOR

Contractor Signature

KENNETH W. HORVATH, JR. PM.
Printed Name and Title

SUTTLE ROOFING
Company Name

1703 S. IRONWOOD
Address

SOUTH BEND, IN 46613
City, State, Zip

RECOMMENDED FOR

CONSTRUCTION MANAGER

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

Elizabeth A. Maradik, President

Murray L. Miller, Member

Abigail E. Magas, Member

Joseph R. Molnar, Vice President

Breana N. Micou, Member

Attest: Hillary R. Horvath, Clerk

Date: July 14, 2026



**CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS
PROJECT COMPLETION AFFIDAVIT**

PROJECT NAME	Potawatomi Conservatory Roof Replacement		
PROJECT NO	125-049	FINAL COST	\$151,812.00
CONTRACT SIGNED	9/10/2025	MAINTENANCE AGREEMENT ENDS	6/12/2029
PROJECT DESCRIPTION	Replacement of lower roof at Potawatomi Conservatory		

WITNESSETH:

The work under the above contract between the City of South Bend and the undersigned contractor having been completed, the City of South Bend, its officials and agents are hereby released from all claims and demands whatsoever arising under or by such contract, and that the contractor performed the work within the scope of the Specifications and Standards of the City of South Bend which were a part of the above Contract.

Executed this 5th day of March, 2026.

Jacob Bromley
Signature
Jacob Bromley
Printed Name

Slatile Roofing & Sheet Metal
Company Name
1703 S. Ironwood Drive
Company Address
South Bend, IN 46613
City, State, Zip

WITNESSESS:

Before me, the undersigned Notary Public in and for said country and state, personally appeared before me, and acknowledged his/her signature to the above Project Completion Affidavit on the 5th day of March, 2026.

Amy J. Marquez
Notary Signature
Amy J. Marquez
Printed Name
My Commission Expires 10/25/30
County of Residence St. Joseph

If the Contractor is a corporation, the following certificate will be executed.

I, Gerald Longerot, certify that I am Secretary of the Corporation executing this release; that Jacob Bromley who signed this release on behalf of the contractor was then Controller of said Corporation; that said release was duly signed for and on behalf of said Corporation by Authority of its governing body, and is within the scope of corporate powers:

Gerald Longerot
Secretary's Signature
Gerald Longerot
Printed Name



DEPARTMENT OF PUBLIC WORKS APPROVAL

This project is acceptable for final approval and we recommend to the Board of Public Works that it be ordained so.

Kyle Ludlow
Construction Manager
Date: 6/30/2026

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

Elizabeth A. Maradik
Elizabeth A. Maradik, President
Murray L. Miller
Murray L. Miller, Member
Abigail E. Magas, P.E.
Abigail E. Magas, Member

Joseph R. Molnar
Joseph R. Molnar, Vice President
Breana N. Micou
Breana N. Micou, Member
Hillary R. Horvath
Attest: Hillary R. Horvath, Clerk
Date: July 14, 2026

X FINAL

☒ PAYMENT TO FOLLOW

Daniel Howard being duly sworn states that he is the Controller of

Roofing and Sheet Metal

located at: 2105 E Mishawaka Ave South Bend IN 46615 and owed by The City of South Bend

Dollars (\$) _____)

Residing in St. Joseph County

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

Date: 7/1/2026
Name: **Zak Tebell** Department of Public Works – Engineering Division
BPW Date: 7/14/2026 Phone Extension: 9358

Required Prior to Submittal to Board

BPW Attorney ☒ Attorney Name _____
Dept. Attorney ☐ Attorney Name _____
Purchasing ☐ _____

Check the Appropriate Item Type – Required for All Submissions

☐ Professional Services Agreement	☐ Contract	☐ Proposal
☐ Open Market Contract	☐ Amendment/Addendum	☐ Special Purchase, QPA
☐ Bid Opening	☐ Bid Award	☐ Req. to Advertise ☐ Title Sheet
☐ Quote Opening	☐ Quote Award	☐ Reject Bids/Quotes
☐ Proposal Opening	☒ C/O & PCA No. <u>1</u>	☐ PCA
☐ Chg. Order, No.	☐ Traffic Control	☐ Resolution
☐ Other: Ratify Emergency Contract _____		☐ Ease./Encroach

Required Information

Company or Vendor Name Slatile Roofing and Sheet Metal Co.
New Vendor ☐ Yes ☐ If Yes, Approved by Purchasing
☒ No
MBE/WBE Contractor ☐ MBE ☐ WBE Completed E-Verify Form Attached ☐ Yes ☐ No
Project Name Potawatomi Conservatory Roof replacement
Project Number 125-049
Funding Source PR-00043412
Account No. 201-11-201-204-436001--PROJ00000647
Amount 151,812.00
Terms of Contract Change Order 1 and Project Completion Affidavit
Special Contract Provisions N/A
Purpose/Description Closeout of Potawatomi Conservatory Roof Replacement Project and Change order containing time extension for project completion.

For Change Orders Only

Amount of	☐ Increase	<u>\$ 0.00</u>
	☐ Decrease	<u>(\$)</u>
Previous Amount		<u>\$ 151,812.00</u>
	Increase	<u>0.00%</u>
Current Percent of Change:	Decrease	<u>(%)</u>
New Amount		<u>\$ 151,812.00</u>
	Increase	<u>%</u>
Total Percent of Change:	Decrease	<u>(%)</u>
Time Extension Amount:		<u>64 Days</u>
New Completion Date:		<u>3/5/2026</u>