

#3.7

**TO:** Board of Commissioners  
**FROM:** Dan Goossen, Director of Organics Recycling  
**DATE:** July 22, 2025  
**RE:** Change Order No. 1 RFB No. 20250421 ORF Concrete Work

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On July 8, 2025, CSWD Staff contracted with St. Hilaire Unlimited for concrete work at our Organics Recycling Facility (ORF). This project involves repairing existing concrete in the curing area and expanding a small parking lot to better facilitate food container staging and pickup. All the concrete work directly supports ongoing operations.

While laying out the repair section in the curing area (Area 2) and the new section in the small parking lot (Area 3), the Contractor and staff identified additional square footage in both the repair and new sections that would benefit the project. This increased scope will also require increasing the approved amount of the contract and a 15-calendar-day extension to accommodate the approval process, concrete supply scheduling, and weather considerations. The expanded scope of this capital work, though increasing costs, remains within the budget allocated from previous fiscal years.

<b>Contract RFB20250421– ORF Concrete Work</b>	
<b>Contractor: St. Hilaire Unlimited, Essex VT</b>	
<b>Change Order Item</b>	<b>Cost</b>
Add for Area 2	\$5493.36
Add for Area 3	\$4740.81
<b>TOTAL all Change Order Items</b>	<b>\$10,234.17</b>
Original Contract Price	\$58,612.35

**BE IT RESOLVED** that the Board of Commissioners authorizes the Executive Director to increase the previously approved contract amount for this change order, not to exceed \$10,250.00.

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