

Board of Park Commissioners Approval Form

Botanical Conservatory Elevator Renovation

Change Order #1

Project: 2023081

PO Number: 24121053

Change Order Approval Request

Scope of Work:

Park staff is requesting a Change Order in the amount of \$6,304.00 for the Botanical Conservatory Elevator Renovation project.

American Elevator Inc. was the lowest successful bidder for this project following a Request for Quotes via QuestCDN. In January of 2024, the City Council and Board of Park Commissioners approved a contract in the amount of \$255,000.00. Due to unexpected project details, a change order is necessary. This is the result of an added item for the supply and installation of aluminum tread plate flooring at \$10,482.00 and the supply and installation of a replacement electrical disconnection box for \$822.00. Following the use of the \$5,000.00 construction contingency allowance, the total for the change order is brought to \$6,304.00.

Board Approval:

We are now requesting approval for Change Order #1 with American Elevator Inc. for \$6,304.00 for the items described above, bringing the total contract to \$261,304.00.

The Fort Wayne Parks and Recreation and the Board of Park Commissioners, met to host their regularly scheduled monthly Board meeting on April 10, 2025, to approve the above-referenced project and change order, in the amount of \$6,304.00.

We The Board of Park Commissioners, on the date stated, do ATTEST and sign to the above-referenced and attached documents, and approve as presented.

Justin Shurley, Board President

Cory Miller, Board Vice-President

Richard Briley, Commissioner

Jenna Jauch, Commissioner

Steve McDaniel, Director/Board Secretary



FORT WAYNE PARKS AND RECREATION

705 E. State Boulevard

Fort Wayne, IN 46805

(260) 427-6000

www.fortwayneparks.org

Change Order No. 1 - Project #2023081

Issuant Date:	04/03/2025	Owner's File No. (P.O.):	24121053
Contractor:	American Elevator, Inc.	Contract For:	Foellinger-Freimann Botanical Conservatory Elevator Renovation

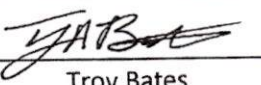
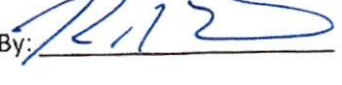
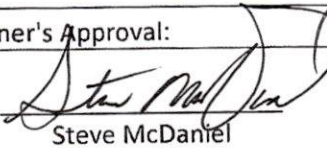
TYPE OF CHANGE:

Alteration	<input checked="" type="checkbox"/> Addition	Deduction	Other:
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You are authorized to make the following changes to this contract:

Allowance:	Construction Contingency Allowance	\$5,000.00
Add:	Add Item #1 – Supply & Installing Aluminum Tread Plate Flooring	\$10,482.00
Add:	Supply and install Electrical Disconnection Box for Replacement	\$822.00
	Net Increase to project:	\$6,304.00

\$255,000.00	Contract amount prior to this Change Order (includes Contingency Allowance)
\$6,304.00	Net Increase resulting from this Change Order
\$261,304.00	Current contract price INCLUDING this Change Order

Change Order Initiator:	Contractor's Acceptance:	Owner's Approval:
By:  Troy Bates	By:  R. J. R.	By:  Steve McDaniel
Date: 04/03/2025	Date: 4/4/25	Date: 4/7/2025



CITY OF FORT WAYNE
FORT WAYNE CITY UTILITIES
DEPARTMENT OF PURCHASES
CITIZEN SQUARE
200 E. BERRY STREET, SUITE 490
FORT WAYNE, IN 46802

BILL TO

C850
BOARD OF PARK
COMMISSIONERS
CITY OF FORT WAYNE
705 EAST STATE BLVD
FORT WAYNE, IN 46805
Phone: 260-427-6000

Purchase Order

Fiscal Year 2024

Page: 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.

Purchase Order #

24121053

Delivery must be made within doors of specified destination.

Material safety data sheets (MSDS) must be sent with all
products per federal regulations.

VENDOR

0
AMERICAN ELEVATOR INC
2030 E 600 S
ANDERSON, IN 46017

SHIP TO

C850
BOARD OF PARK COMMISSIONERS
CITY OF FORT WAYNE
705 EAST STATE BLVD
FORT WAYNE, IN 46805
Phone: 260-427-6000

VENDOR PHONE NUMBER		VENDOR FAX NUMBER		REQUISITION NUMBER		DELIVERY REFERENCE	
				24121066			
DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS			DEPARTMENT/LOCATION	
02/06/2024	5043	02/09/2024				PARKS	
NOTES							
ITEM #	DESCRIPTION / PART #			QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	IMPROVEMENTS PER CONTRACT DOCUMENTS FOR THE REPLACEMENT/RENOVATION OF THE BOTANICAL CONSERVATORY ELEVATOR. PROJECT NUMBER & RFQ# OR ITB#: PROJECT #2023081.\par REQUESTED BY: CHAD SHAW			1.0	EACH	\$255,000.00	\$255,000.00
	GL Account: 422P2703 - 5361						\$255,000.00
GL SUMMARY							
422P2703 - 5361				\$255,000.00			

Unless otherwise indicated, the prices shown do not include taxes of any kind, exemption blanks will be furnished when necessary, Indiana sales tax exemption numbers #356001255 (city utilities) and #356001029 (civil city). Unless otherwise indicated the prices shown include all charges for delivery, packaging, etc., necessary to complete delivery to destination specified.

I hereby certify that the cost of the above purchase is fully covered by unencumbered balances in the above funds and that the expenditure therefore has been duly authorized and appropriated.

I hereby certify upon my own personal knowledge that this order is authorized by a properly executed and approved requisition on file in this office.

Total Ext. Price	\$255,000.00
Total Sales Tax	\$0.00
Total Freight	\$0.00
Total Discount	\$0.00
Total Credit	\$0.00
Purchase Order Total	\$255,000.00


City Controller


Director of Purchases
Receiving Copy



American Elevator, Inc.

2030 E 600 S * Anderson, IN 46017

December 5, 2024

Foellinger-Freimann Botanical Conservatory
1100 Calhoun St
Fort Wayne, IN 46802

To Whom It May Concern,

The additional cost for installing Aluminum Tread Plate Flooring is \$10,482.00. This price includes materials and labor.

Sincerely,



Ryan Wiersema
Director of Operations

Signature 
Approved by Authorized Representative

Title: DEP. DIRECTOR
Principal, Owner or Authorized Representative

Office: 765-374-0429
317-947-0209

Fax: 765-374-3103
Cell: 260-615-6989

Toll Free: 877-799-6780
Email: ryan@americanelevatorinc.net

Web: www.AmericanElevatorInc.net



American Elevator, Inc.

2030 E 600 S * Anderson, IN 46017

April 1, 2025

Foellinger-Freimann Botanical Conservatory
1100 Calhoun St
Fort Wayne, IN 46802

To Whom It May Concern,

The additional cost for installing a new main disconnect for the freight elevator is \$822.00. This price includes materials and labor.

Sincerely,



Ryan Wiersema
Director of Operations

Signature 
Approved by Authorized Representative

FW Parks Dept. Project Coordinator
Title: _____
Principal, Owner or Authorized Representative

Office: 765-374-0429
317-947-0209

Fax: 765-374-3103
Cell: 260-615-6989

Toll Free: 877-799-6780
Email: ryan@americanelevatorinc.net

Web: www.AmericanElevatorInc.net