



**City of Waukesha**  
201 Delafield Street  
Waukesha, WI 53188  
Tel: 262.542.3700  
waukesha-wi.gov

## City of Waukesha Cover Sheet

<b>Committee:</b> Board of Public Works	<b>BPW Meeting Date:</b> 1/8/2026
<b>ID Number:</b> ID#25-02829	<b>Ordinance/Resolution Number (if applicable):</b> N/A
<b>Department Submitting:</b> Department of Public Works	<b>Common Council Meeting Date:</b> 1/20/2026
<b>Agenda Item Title:</b> Review and possible action on Contract Change Order No. 1 with Sure-Fire, Inc., for the Municipal Garage HVAC Replacement, 300 Sentry Drive, Project.	

<b>Issue Before the Council:</b> The Contract Change Order details for work completed by Sure-Fire, Inc..
<b>Options &amp; Alternatives:</b> N/A
<b>Additional Details:</b> Description of changes is as follows:  During the removal of the existing air handling units, it was originally planned to close all previous wall penetrations with concrete block material. Upon removal of the air handling units, there was a significant amount of natural light provided by the existing voids that could be harnessed if permanent windows were installed instead of concrete block material.  The items listed below are extra costs requested by the City during the Municipal Garage HVAC Project, for the installation of windows within the existing repair shop area:  <ol style="list-style-type: none"><li>1. Provide and install (2) exterior aluminum storefront windows, 48"x48" in size<ul style="list-style-type: none"><li>○ 2"x4-1/2" thermally broken aluminum frames w/insulated jambs.</li><li>○ Clear anodized finished frame.</li><li>○ 1" clear tempered insulated glass w/HP low-E and argon filled.</li></ul></li></ol>

2. Perimeter caulking.
3. Cleanup construction area.
4. Include deduct of \$1,900 for block material and labor.

Total Change Order ..... \$ 4,598.00

**What is the Strategic Plan Priority this item relates to:**

N/A

**What impact will this item have on the Strategic Plan Priority?**

N/A

**Financial Remarks:**

PO# 250445

Original Contract: \$350,000.00

Change Order 1: \$ 4,598.00

Total Contract after Change Order 1: \$354,598.00

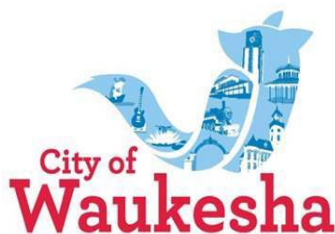
Budget Amount: \$500,000.00

**Recommended Motion:**

Move to approve Contract Change Order No. 1 with Sure-Fire, Inc., for the Municipal Garage HVAC Replacement, 300 Sentry Drive, Project.

**Reviewed By:**

<b>City Attorney</b> Brian Running	<b>Date Reviewed</b>
<b>Finance Director</b> Joseph P. Ciurro	<b>Date Reviewed</b>
<b>City Administrator</b> Anthony W. Brown	<b>Date Reviewed</b>



City of Waukesha  
Department of Public Works  
201 Delafield Street  
Waukesha, WI 53188  
Waukesha-wi.gov

## Contract Change Order

Form C107  
(Rev 01/22)

Project: Municipal Garage HVAC Replacement, 300 Sentry Drive

Date: 1/8/26

Contract Number: 5385

Branch: Engineering Department.

Change Order Number: 1

Contractor: Sure-Fire, Inc.

Amount of original Contract ..... \$350,000.00

Amount of Contract prior this Change Order ..... \$350,000.00

### Description of change:

During the removal of the existing air handling units, it was originally planned to close all previous wall penetrations with concrete block material. Upon removal of the air handling units, there was a significant amount of natural light provided by the existing voids that could be harnessed if permanent windows were installed instead of concrete block material.

The items listed below are extra costs requested by the City during the Municipal Garage HVAC Project, for the installation of windows within the existing repair shop area:

1. Provide and install (2) exterior aluminum storefront windows, 48"x48" in size
  - o 2"x4-1/2" thermally broken aluminum frames w/insulated jambs.
  - o Clear anodized finished frame.
  - o 1" clear tempered insulated glass w/HP low-E and argon filled.
2. Perimeter caulking.
3. Cleanup construction area.
4. Include deduct of \$1,900 for block material and labor.

Total Amount of this Change Order ..... \$ 4,598.00

Net Contract Amount after this Change Order ..... \$354,598.00

\_\_\_\_\_  
City of Waukesha  
Director of Public Works

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor  
Sure-Fire, Inc.

\_\_\_\_\_  
Date