



**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> 2/5/2026
<b>ID Number:</b> ID#26-02908	<b>Ordinance/Resolution Number (if applicable):</b> N/A
<b>Department Submitting:</b> Department of Public Works	<b>Common Council Meeting Date:</b> 2/19/2026
<b>Agenda Item Title:</b> Review and possible action on Contract Change Order No. 2 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 additional work to be completed by Sure-Fire, Inc..
<b>Options &amp; Alternatives:</b> N/A
<b>Additional Details:</b> Description of changes is as follows:  The project documents called for the existing carbon monoxide (CO) and nitric oxide (NO) sensors to be utilized by the new mechanical equipment. During the process of reconnecting and testing several sensors were identified as damaged, broken or lacking required communication wiring.  The items listed below are tasks the City requested Sure-Fire to complete for City to have a fully functional CO/NO gas detection system:  <b>EAST GARAGE</b> (Duplicate the West Garage System) <ol style="list-style-type: none"><li>1. Provide and install new 24VAC Power to (4) CO Detectors</li><li>2. Provide and install new Communication cable between (4) CO and (4) NO Detectors, terminate and program.</li><li>3. Provide and install (1) Honeywell 301c "Master Controller" Program and commission.</li></ol>

4. Provide and install new control cables and relays to each of (6) Exhaust Fans and the Make-up Air Unit.

**WEST GARAGE**

5. Replace existing Fan Command wiring to relays.
6. Remove existing Hinge Covers and install blank covers on old MUA controllers.
7. Replace damaged junction boxes and install blank covers.

Total Change Order ..... \$ 17,050.00

**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

Contract #5385

Original Contract: \$350,000.00

Change Order 1: \$ 4,598.00

Change Order 2: \$ 17,050.00

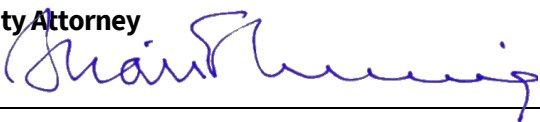
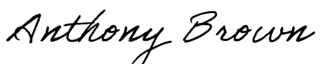
Total Contract after Change Order 2: \$371,648.00

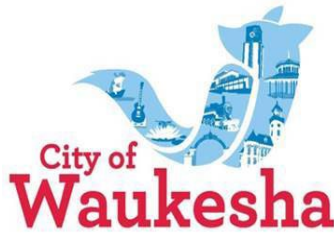
Budget Amount: \$500,000.00

**Recommended Motion:**

Move to approve Contract Change Order No. 2 with Sure-Fire, Inc., for the Municipal Garage HVAC Replacement, 300 Sentry Drive, Project.

**Reviewed By:**

<b>City Attorney</b> 	<b>Date Reviewed</b> 29 Jan 2026
<b>Finance Director</b> Joseph P. Ciurro	<b>Date Reviewed</b>
<b>City Administrator</b> Anthony W. Brown 	<b>Date Reviewed</b> 01/30/2026



City of Waukesha  
Department of Public Works  
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## Contract Change Order

Form C107  
(Rev 01/22)

Project: Municipal Garage HVAC Replacement, 300 Sentry Drive

Date: 2/5/26

Contract Number: 5385  
Branch: Engineering Department.  
Change Order Number: 2  
Contractor: Sure-Fire, Inc.

Amount of original contract ..... \$350,000.00  
Amount of Contract prior this Change Order ..... \$354,598.00

### Description of change:

The project documents called for the existing carbon monoxide (CO) and nitric oxide (NO) sensors to be utilized by the new mechanical equipment. During the process of reconnecting and testing several sensors were identified as damaged, broken or lacking required communication wiring.

The items listed below are tasks the City requested Sure-Fire to complete for City to have a fully functional CO/NO gas detection system:

#### **EAST GARAGE** (Duplicate the West Garage System)

1. Provide and install new 24VAC Power to (4) CO Detectors
2. Provide and install new Communication cable between (4) CO and (4) NO Detectors, terminate and program.
3. Provide and install (1) Honeywell 301c "Master Controller" Program and commission.
4. Provide and install new control cables and relays to each of (6) Exhaust Fans and the Make-up Air Unit.

#### **WEST GARAGE**

5. Replace existing Fan Command wiring to relays.
6. Remove existing Hinge Covers and install blank covers on old MUA controllers.
7. Replace damaged junction boxes and install blank covers.

Total Change Order ..... \$ 17,050.00  
Net Contract Amount after this Change Order ..... \$371,648.00

City of Waukesha  
Director of Public Works

Date

Contractor  
Sure-Fire, Inc.

Date