



# Potter Architects

Architecture and Planning L.L.C.  
410 Colonial Avenue • Union, NJ 07083-7347

MEMBER OF  
AMERICAN INSTITUTE OF ARCHITECTS  
NEWARK AND SUBURBAN CHAPTER  
NATIONAL COUNCIL OF ARCHITECTURAL REG. BOARDS  
B.O.C.C.A. INTERNATIONAL  
REG. NJ, NY, PA, CT

9/18/13  
12:40 PM  
JH

Registered Architects

Licensed Professional Planners

Established 1932

### Transmit To:

Mr. Thomas Wiggins  
Supervisor Bldgs. & Grounds  
Union Twp. Board of Education  
2369 Morris Avenue  
Union, NJ 07083

### Project Info:

Interior Fire Doors Replacements - UHS  
2350 North 3rd St., Union, NJ  
CONTINGENCY CHANGE #1

Project No: 12-030

Date: Sep 16, 2013

### We are Transmitting:

- |   |                                    |   |  |  |
|---|------------------------------------|---|--|--|
| <input checked="" type="checkbox"/> Here with | <input type="checkbox"/> Originals | <input type="checkbox"/> Computer Media     | <input type="checkbox"/> Shop Drawings | <input type="checkbox"/> By Messenger              |
| <input type="checkbox"/> Our                  | <input type="checkbox"/> Prints    | <input type="checkbox"/> Project Manuals    | <input type="checkbox"/> Payment Cert. | <input type="checkbox"/> Express Mail              |
| <input type="checkbox"/> Your                 | <input type="checkbox"/> Copies    | <input type="checkbox"/> Product Literature | <input type="checkbox"/> Change Order  | <input checked="" type="checkbox"/> 1st Class Mail |

Sets	Type	Dwg No	Dated	Description
3			09/13/13	Contingency Change #1

- Remarks:  As Requested     As Required     For Your Use     For Your Review     For Filing     For Bidding     For Approval     As Discussed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copy To:

*TRP*  
Thomas R. Potter, A.I.A

If enclosures are not as noted, notify us at once

potter@potterarchitects.com    (908) 686-2547    Fax (908) 686-8430

CONTINGENCY CHANGE

OWNER  CONTRACTOR   
CONST MGR  FIELD   
ARCHITECT  OTHER

PROJECT: INTERIOR FIRE DOORS  
Union High School  
2350 Third St.  
Union, NJ 07083

CONTINGENCY CHANGE NUMBER: #1

DATE: 09/13/13

CONTRACTOR: C & M DOOR CONTROLS, INC.  
20 Markley St.  
Port Reading, NJ 07064

ARCHITECT'S PROJECT NO: 12-030

Changes in the Work shall be deducted from Owner's Contingency Reserve as follows:

- 1) To change out of the Exit Device Trims to allow for locking at the top of the Stairwell (prototype doors).
  - 2) To add Lock Cylinders to al of the New Doors at the top Of the Stairwells (no charge for change in Exit Device Trims). \$ 2,847.83
- 15% Overhead and Profit 427.17

TOTAL . . . . . \$ 3,275.00

Not valid until signed by the Owner, Architect and Contractor.

The original Owner's Contingency Reserve was . . . . . \$ 12,000.00  
 Net changes by previously authorized Changes to Contingency . . . . . \$ -0-  
 The remaining Owner's Contingency Reserve prior to this Change was . . . . . \$ 12,000.00  
 The Owner's Contingency Reserve will be (increased) (decreased) . . . . . \$ 3,275.00  
 The remaining Owner's Contingency Reserve including this Change will be . . . \$ 8,725.00  
 The Contract Time will be (increased)(decreased)(unchanged) by . . . . . (-0-) days  
 The date of Substantial Completion as of the date of this Change therefore is: 08/15/13

POTTER ARCHITECTS, L.L.C.  
Architect

C & M DOOR CONTROLS, INC.  
Contractor

TOWNSHIP OF UNION  
BOARD OF EDUCATION  
Owner

410 Colonial Ave.  
Address

20 Markley St.  
Address

2369 Morris Ave.  
Address

Union, NJ 07083

Port Reading, NJ 07064

Union, NJ 07083

BY:   
Thomas R. Potter, AIA, R.A.

BY: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: 9/13/13

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



# C&M DOOR CONTROLS, INCORPORATED

20 MARKLEY STREET, P.O. 39, PORT READING, NEW JERSEY 07064 ■ 732-596-1900 ■ FAX: 732-596-1992

September 11, 2013

Mr. Thomas R. Potter, AIA  
Potter Architects  
410 Colonial Avenue  
Union, NJ 07083-7347

RE: Union High School – Interior Fire Doors Replacement  
Project 12-030  
Request for Change Order I

Dear Sir,  
As requested, we propose the following:

I 2<sup>nd</sup> FLOOR STAIRWELL DOORS NEAR ROOM D230

Install the following:

- Four (4) Von Duprin 996L trims x US26D ✓
- Four (4) Schlage 20-757 cylinders x US26D ✓

II 2<sup>nd</sup> FLOOR STAIRWELL DOORS 2.1, 2.2, 2.4, 2.5 & 2.6

Install the following:

- Eighteen (18) Schlage 20-757 cylinders x US26D

**COST TO FURNISH & INSTALL.....\$3,275.00 ✓**

We trust the above meets with your approval. If you should have any questions please do not hesitate to contact our office.

Sincerely,

Christopher A. O'Keefe, Jr.  
Vice President

CAO/sh

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ALUMINUM. HOLLOW METAL & WOOD ENTRANCES, ARCHITECTURAL HARDWARE & GLAZING SYSTEMS