



CITY OF FLAGSTAFF

- ☒ CONFIRMING CHANGE ORDER NO.
☐ DESIGN CONTRACT CHANGE ORDER NO.
☐ CONSTRUCTION CONTRACT CHANGE ORDER NO.
☐ CONTRACT ALLOWANCE UPDATE NO.

01

PROJECT NO. _____ PROJECT NAME: Library Window Replacement - Installation

FILE NO. _____ PROJECT MANAGER: Adam Miele

FIRM NAME: Loven Contracting

Purchase Order Number: 26-005597 | Line Number: _____ | Current Amount \$ 1,258,037.32

Change Order originated by: ☒ CITY OF FLAGSTAFF ☐ CONTRACTOR ☐ DESIGN FIRM ☐ OTHER: _____

DETAILED DESCRIPTION:

During the pre-construction meeting (3/17/2026) several of the lighting fixtures (up-lights) appeared to be dislodging from the wall. The contractor was potentially needing to remove several of them to access the windows as part of the project. When discussing the functionality of the up-lights, staff indicated that they have not been operable in over a decade. Additionally, when questioned on the missing fixture unit, staff indicated that they believe it fell off the wall a long time ago. The contractor removed one of the dislodging units and discovered there was no backing behind the unit. While the unit was off the wall, the contractor's sub investigated the fixture and discovered that bulbs in the units are no longer made and a LED retrofit was proposed (for ten (10) units) and installation of proper backing.

JUSTIFICATION:

Concern for additional light fixtures falling off the wall was defined as a safety concern. Additionally, the lighting in the youth services area is inadequate during overcast days and evenings.

TIME ANALYSIS:

No additional time was requested.

COST ANALYSIS:

The retrofit kit cost per unit is substantially less than installation of a new unit.

CITY OF FLAGSTAFF		PROJECT STATUS FORM		
PROJECT NAME: Library Window Replacement - Installation		☐ Design ☒ Construction ☐ Other		
PROJECT NO. _____		FILE NO. _____		
ACCT. NO. <u>030-07-03-0140-5-4435</u> <u>100.00</u> %		GRANT FUNDED? NO ☒ YES ☐ % OF GRANT FUNDING -		
ACCT. NO. _____ %		IF YES, WHAT IS GRANT NAME: _____		
ACCT. NO. _____ %		GRANT ACCOUNT NUMBER: _____		
COUNCIL APPROVAL DATE: N/A		ORIGINAL CONTRACT AMOUNT: \$ <u>1,258,037.32</u>		
PROJECT BUDGET (FY <u>26</u>) \$ 2,500,000.00		PROJECT BUDGET (FY <u>26</u>) \$ 2,500,000.00		
NOTICE TO PROCEED DATE: 03/17/2026		ORIGINAL CONTRACT PERIOD (calendar days): 365		
ORIGINAL COMPLETION DATE: 03/17/2027		ORIGINAL CONTRACT ALLOWANCE: \$ 0.00		
DESIGN FIRM: Loven Contracting				
Change Orders	C.O. Amount	C.O. Days	REASON FOR CHANGE	
Revision Date	New Total	New Total		
1	\$ 6,072.27	0	03/17/2026	Safety. Several fixtures were not flush to the wall and there was no bracing installed in the original construction.
	\$ 1,264,109.59	365	03/17/2027	
2				
3				
4				
5				

COMMENTS: The allocations shown above are inclusive of all Change Orders shown. If there are more than 5 Change Orders, please request a separate form from Purchasing that includes additional spaces. Thank you!

END DATES

ORIGINAL CONTRACT PERIOD	<u>365</u> Days	(<u>03/17/2027</u>)	ORIGINAL CONTRACT	\$ <u>\$ 1,258,037.32</u>
PRIOR TIME CHANGES	<u>0</u> Days	(<u>03/17/2027</u>)	TOTAL PRIOR VALUE CHANGES	\$ <u>\$ 0.00</u>
THIS TIME CHANGE	<u>0</u> Days	(<u>03/17/2027</u>)	VALUE OF THIS CHANGE	\$ <u>\$ 6,072.27</u>
NEW CONTRACT PERIOD	<u>365</u> Days	(<u>03/17/2027</u>)	NEW CONTRACT	\$ <u>\$ 1,264,109.59</u>



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PROJECT NO. _____ **PROJECT NAME:** Library Window Replacement - Installation
FILE NO. _____ **PROJECT MANAGER:** Adam Miele

SIGNATURES

SUBMITTER

Project Manager 08/04/2026 **Approved Signature** 
 Date
Department Head 08/04/2026 **Approved Signature** Heidi Hansen
 Date
Digitally signed by Heidi Hansen
Date: 2026.08.04 15:59:18
+07'00'

COMMITTEE

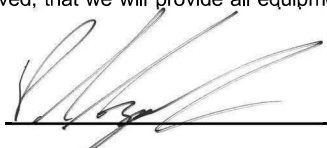
Water Services 2026-08-19 **Approved Signature** Douglas Slover Jr
 Date
Digitally signed by Douglas Slover
Jr
Date: 2026.08.19 10:17:16 -07'00'
Public Works 8-19-2026 **Approved Signature** 
 Date
City Engineering 8/19/2026 **Approved Signature** 
 Date
City Attorney 8-20-2026 **Approved Signature** Kevin Finsel
 Date
Finance 08/20/2026 **Approved Signature** Tammy L Ryan
 Date
Purchasing (Chair) 8/25/26 **Approved Signature** Patrick Brown
 Date

EXECUTIVE

City Manager _____ **Approved Signature** _____
 Date

Council Meeting Date (if required) _____ **Council Approved?** Yes ☐ No ☐

We have given careful consideration to the proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, and perform all services necessary for the work specified.

FIRM NAME: Loven Contracting **Signature:** 
Date: _____ **Print Name and Title:** Patrick Szoke - Project Manager

CORRESPONDENCE



Correspondence number	3	Date	05/26/2026
Project	COF Library Windows Const	300 W Aspen Ave Flagstaff, AZ 86001	
Project number	25-302-06		
To	Adam Miele		
Cc	Patrick Szoke		
From	Tyler Weidinger		
Topic	Youth Services LED Lighting		

Message

Change Request Proposal



Project: 25-302-06 / COF Library Windows Const
(name and address) 300 W Aspen Ave
Flagstaff, AZ 86001

Change request number: 1003
Description: Library Uplighting LED Upgrade

Customer: City Of Flagstaff

Notice to Proceed

Submitted date:
Received date:
Rough order of magnitude: 0.00

Status: Pending
Origination date: 05/22/26

Quotation

Submitted date: 05/22/26
Due date:
Submitted amount: 6,072.27
Requested days delay: 0

Notes

Youth Services
1. Provide and install LED (10) ten up lights. Existing fixtures to be removed.

Revenue Detail

Billing Item	Description	Revenue
260000	ELECTRICAL	5,160.00
960000	INSURANCE	57.02
960010	OVERHEAD	285.09
960020	CM FEE	228.07
990000	SALES TAX	342.09
Total Revenue:		6,072.27

Contractor Pricing

Phase Code / Description	Cost Type	Quantity	UM	Amount
26-0000	S Subcontractors	1.00	LS	5,160.00
99-0000	X Sales Tax		LS	342.09
Contractor Pricing Total:				5,502.09
Total:				5,502.09
Mark-up:				570.18
Total Contractor Price for CR 1003				6,072.27

Approvals

Customer: City Of Flagstaff
Name: Amelia Mason Title: Executive Assistant
Signature: Amelia Mason Date: 5/28/2026

Contractor: Loven Contracting, Inc.
Name: Tyler Weidinger Title: SR. Project Manager
Signature: Tyler Weidinger Date: 05/26/2026

LED HID Retrofit Lamps

ProLED® Select HID Retrofit Series

- CCT selectable 3000/4000/5000K
- 12W - 120W Options with wattage selection option
- 1,680 - 18,000 Lumens
- 50W - 400W Replacement
- E26 base (Ex39 option 36W and up)
- Control options for 80W and up
- Highly efficient at 150lm/w

Specifications

Product Description

The ProLED Select HID Retrofit series offers an efficient LED retrofit opportunity for high bays, post tops, area lights and many more with a great form factor. The CCT and wattage selectability allows for simple and easy installation.

Construction

- Clear Durable Polycarbonate Lens
- Aluminum Housing With Efficient Heat Sink Design
- E26 Base Option 12W - 54W
- Ex39 Base Option 36W - 120W

Installation

- Ballast Bypass Type B Lineconnect Wiring
- Ballast Must Be Bypassed
- E26 and Ex39 Base Available
(See Ordering Logic For Options)
- For Use in Enclosed Luminaires
- Can be installed Vertical or Horizontal

Controls

- Motion Sensor Accessory For 80W, 100W and 120W Options
- Commission With Remote Accessory

Line
CONNECT
Type B



Performance

- 12W - 120W Options
- Up To 18,600 Lumens
- 100-277V
- Up To 157 LPW
- 50,000hr Life
- 4kv And 6kv Surge Protection

Certifications

- IP64
- cUL Listed For Damp Locations
- DLC 5.1. (Ex39 Base only)
(Visit Designlights.org For Qualified Product List)
- FCC

Applications

- Replacement lamps for Outdoor and Industrial Luminaires

ProLED® Select HID Retrofit Series

Ordering Logic

Product Description

Series ₁	-	CCT	-	Base	-	Source
Equivalent Wattage: 50W = HID12 - 12W 70W = HID18 - 18W 150W = HID36 - 36W 150W = HID45 - 45W 175W = HID54 - 54W 250W = HID80 - 80W 250W = HID100 - 100W 400W = HID120 - 120W		CS - 3000/4000/5000K		E26 - E26 Base EX39 - EX39 Base ₂		LED - LED Source

Notes:

- See specification table for wattage selectability options. 12W & 18W not wattage selectable.
- For 36W and higher. 80, 100 & 120W only available with Ex39 Base.

Ordering Information

Product Number	Product Code	Product Description
82361	HID12-CS-E26-LED	HID LED Retrofit, 12W, Color Selectable 3000/4000/5000K E26 Base
82362	HID18-CS-E26-LED	HID LED Retrofit, 18W, Color Selectable 3000/4000/5000K E26 Base
82363	HID36-CS-E26-LED	HID LED Retrofit, 36W, Color Selectable 3000/4000/5000K E26 Base, Wattage Selectable 18/27/36
82364	HID36-CS-EX39-LED	HID LED Retrofit, 36W, Color Selectable 3000/4000/5000K EX39, Base Wattage Selectable 18/27/36
82365	HID45-CS-E26-LED	HID LED Retrofit, 45W, Color Selectable 3000/4000/5000K E26 Base, Wattage Selectable 27/36/45
82366	HID45-CS-EX39-LED	HID LED Retrofit, 45W, Color Selectable 3000/4000/5000K EX39 Base, Wattage Selectable 27/36/45
82367	HID54-CS-E26-LED	HID LED Retrofit, 54W, Color Selectable 3000/4000/5000K E26 Base, Wattage Selectable 36/45/54
82368	HID54-CS-EX39-LED	HID LED Retrofit, 54W, Color Selectable 3000/4000/5000K EX39 Base, Wattage Selectable 36/45/54
82369	HID80-CS-EX39-LED	HID LED Retrofit, 80W, Color Selectable 3000/4000/5000K EX39 Base, Wattage Selectable 54/63/80
82370	HID100-CS-EX39-LED	HID LED Retrofit, 100W, Color Selectable 3000/4000/5000K EX39 Base, Wattage Selectable 63/80/100
82371	HID120-CS-EX39-LED	HID LED Retrofit, 120W, Color Selectable 3000/4000/5000K EX39 Base, Wattage Selectable 80/100/120
Accessories		
24875	DCMS	DC Motion Bi-Level Motion Sensor
24876	DCMS-REM	DC Motion Bi-Level Motion Sensor Remote

*Sensor option only available for 80W, 100W and 120W

ProLED® Select HID Retrofit Series

Specification Table

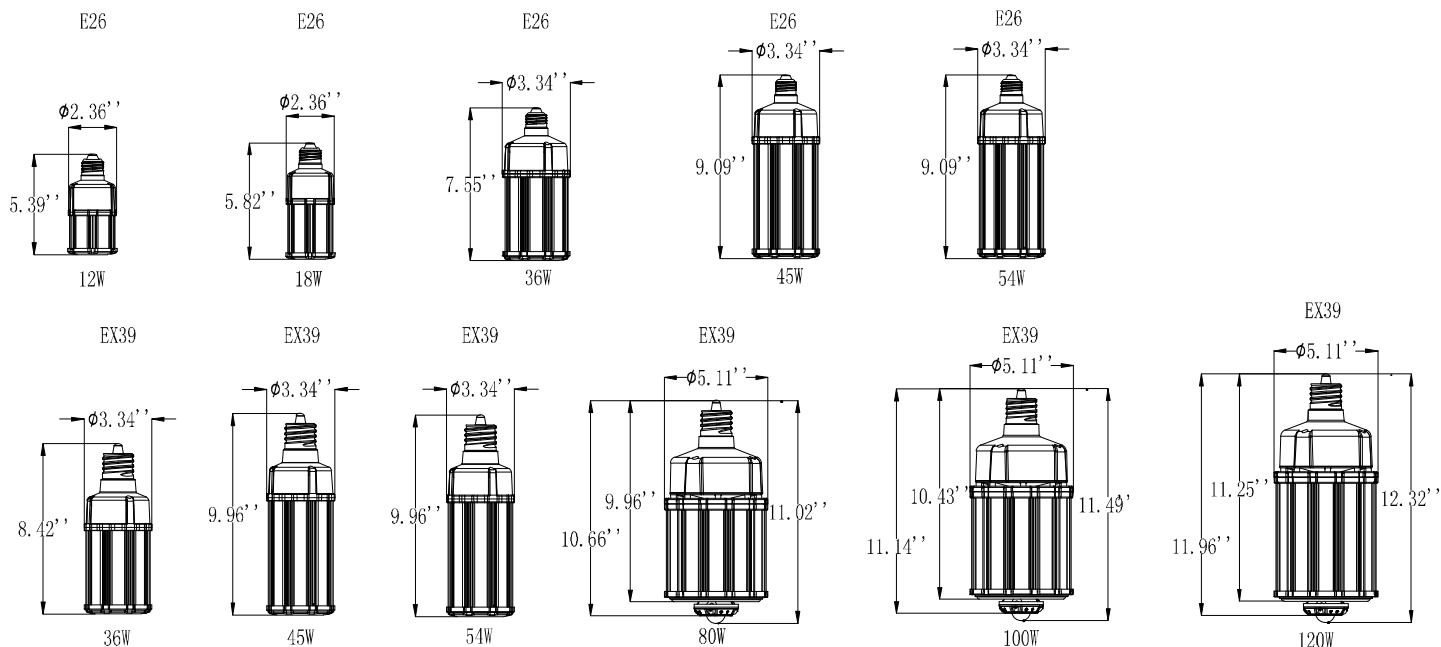
Product SKU	Product Code	Wattage Selection	Lumens			CRI	Efficacy 3K/4K/5K	Ambient Temp	Voltage	Surge Protection	Weight	Controls Option
			3000K	4000K	5000K							
82361	HID12-CS-E26-LED	12	1680	1884	1800	83	140/157/150	-40°C to 45°C	100-277V	4kV	.71lbs	No
82362	HID18-CS-E26-LED	18	2520	2826	2700	83	140/157/150	-40°C to 45°C	100-277V	4kV	.77lbs	No
82363 82364	HID36-CS-E26-LED HID36-CS-EX39-LED	18	2520	2826	2700	83	140/157/150	-40°C to 45°C	100-277V	4kV	1.57lbs	No
		27	3780	4239	4050							
		*36	5040	5652	5400							
82365 82366	HID45-CS-E26-LED HID45-CS-EX39-LED	27	3780	4239	4050	83	140/157/150	-40°C to 45°C	100-277V	4kV	1.87lbs	No
		36	5040	5652	5400							
		*45	6300	7065	6750							
82367 82368	HID54-CS-E26-LED HID54-CS-EX39-LED	36	5040	5652	5400	83	140/157/150	-40°C to 45°C	100-277V	4kV	1.87lbs	No
		45	6300	7065	6750							
		*54	7560	8478	8100							
82369	HID80-CS-EX39-LED	54	7560	8478	8100	83	140/157/150	-40°C to 45°C	100-277V	6kV	3.5lbs	Yes
		63	8820	9891	9450							
		*80	11200	12560	12000							
82370	HID100-CS-EX39-LED	63	8820	9891	9450	83	140/157/150	-40°C to 45°C	100-277V	6kV	3.5lbs	Yes
		80	11200	12560	12000							
		*100	14000	15700	15000							
82371	HID120-CS-EX39-LED	80	11200	12560	12000	83	140/157/150	-40°C to 45°C	100-277V	6kV	3.6lbs	Yes
		100	14000	15700	15000							
		*120	16800	18840	18000							

* Refers to wattage lamp is shipped at

ProLED® Select HID Retrofit Series

Dimensions

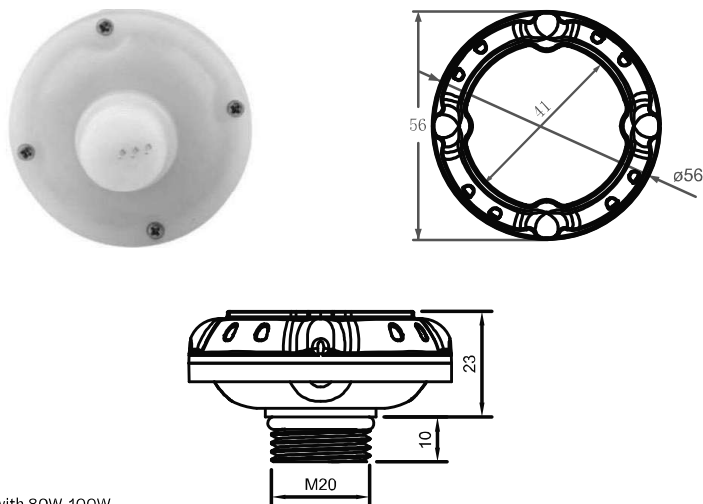
* For more detail visit
installation instructions



Accessories

Controls

Motion Sensor*



* Available with 80W, 100W
and 120W options

Control Install



- Remove Insert Using Key Provided in Box
- Screw in Motion Sensor to Contact
- See installation instructions for further information