

11/14/08  
11/16/08  
11/18/08

# PURCHASE ORDER INCREASE COUNTY OF HIDALGO

Department: County Clerks  
Contact Name: Priscilla Garcia  
Telephone # 956 292-7678

Purchase Order Number: 609752  
Increase # \_\_\_\_\_ for this Purchase Order  
Procurement Method:

TO: Vendor Number: 347868  
Vendor Name: HERRERA & HUNT  
Address: 1030 W. ELLIS  
ALAMO, TX 78516

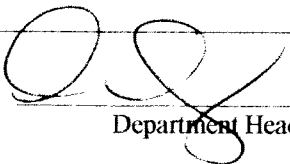
- Contract # \_\_\_\_\_
- Cooperative Awarded Vendor  
(TBPC State Award, TCPN, TASB-Buyboard)
- Quotes over \$1,000.00 (verbal quotes)
- Quotes over \$5,000.00  
(attach written quotes)

Increase Purchase Order for the following items:

Quantity	UOM	Description	Unit Price	Amount
		<i>Amount of Original Purchase Order</i>		\$
		APPROVED THROUGH CC ON 09/16/2008 UNDER ITEM AI-11093 EMERGENCY ROOF REPAIRS TO COUNTY CLERKS WAREHOUSE LOCATED AT 317 N. CLOSNER IN EDINBURG, TEXAS  8-1100-415-40-180-002-0-431	84,779.00	84,779.00
		<i>Amount of Increase Request</i>		\$6,300.
		<b>TOTAL AMOUNT</b>		<b>\$91,079.00</b>

Account Number: 8-1100-415-40-180-002-0-431

Reason: CONTRACT WENT UP 6,300.

Authorization:   
Department Head

12/08/08  
Date

Reviewed by: \_\_\_\_\_  
Purchasing Department

\_\_\_\_\_  
Date

Approved By: \_\_\_\_\_  
Purchasing Agent

\_\_\_\_\_  
Date

Approved By: \_\_\_\_\_  
Hidalgo County Auditor

\_\_\_\_\_  
Date

Herrera and Hunt Inc.  
1837 Cisco Drive  
Los Fresnos Texas  
78566

**Project:** Hidalgo County Clerks Building Emergency Roof Repair

**Date:** 11-15-08

**Requested By:** Herrera and Hunt Inc.

**DESCRIPTION OF CHANGE**

Additional substrate roof decking repairs and installation of recover boards beyond the \$2500.00 allowance in the original proposal

**REASON FOR CHANGE**

These repairs were required to repair the existing substrate roof decking that was determined to be unsuitable for the installation of the sustainable Hydro Stop roof system. There was a \$2,500.00 allowance in the original proposal for repairs that we anticipated during the site visit, however upon removing the existing roofing it was discovered that the roof decking was in much worse condition than originally anticipated which resulted in the need for additional decking repairs and installation of recover boards beyond the \$2500.00 allowance. A copy of a power point presentation with photo documentation has been sent to purchasing outlining and detailing the extent of the repairs that were required.

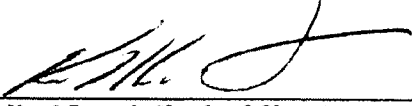

**TIME AND COST**

The total cost for this work was \$8,800.00 less the \$2,500.00 allowance in the original proposal. This change order request is for the difference in cost of \$6,300.00

Original Contract Amount	\$84,779.00
Change Order Amount	\$ 6,300.00
New Contract Amount	\$91,079.00

**ACCEPTANCE OF CHANGE**

The signature of both parties shall evidence acceptance of this change order form request.

	11-15-08
Herrera and Hunt Inc. Authorized Signature	Date
KEITH F HUNT	V.P.
Name	Title
	12/04/08
Hidalgo County Authorized Signature	Date
Annette C. Muniz	Chief Deputy
Name	Title

# HERRERA and HUNT INC.

## JOB ORDER CONTRACTING SPECIALISTS

- Remove all existing gravel from roof and dispose of it at a legal dumpsite. Verify with County Building And Grounds whether they need the gravel for other projects.
- Remove and repair all loose modified sheets, flashing, roof decking, and unused equipment from roof .
- Repair existing roof decking as required to prepare the existing roof surface to be of sound structural integrity in all respects including substrate wood decking. Work under this provision is substantially undetermined at this time and will not be better understood until further explorations of the current conditions is conducted. We have an allowance in this proposal to cover \$2,500.00 direct cost of these type of repairs.
- Install reinforced builder course filling and leveling the existing roof to grade.
- Apply Hydro Stop Reinforced Seamless Sustainable roofing system pursuant to manufacturers certified applications. Roofing materials are to cover up overall parapets.
- Provide a 10 year written certified renewable manufacturers warranty .

## Moises Salazar

---

**From:** Oscar Garza [oscarg.garza@co.hidalgo.tx.us]  
**Sent:** Monday, December 08, 2008 4:57 PM  
**To:** moises.salazar@co.hidalgo.tx.us  
**Cc:** 'Darlene Betancourt'; 'Ramon Vela'  
**Subject:** FW: Herrera & Hunt Change Order  
**Attachments:** Herrera & Hunt Change Order.pdf

Moises, here is the change order that has to be placed on Commissioners Court; also make sure you send copies of the current insurances from Herrera & Hunt.



*Oscar Garza, Procurement Specialist*  
*2802 So Bus. Hwy 281*  
*Postal Mailing Address*  
*2812 So. Bus 281 & Corner of Canton Rd.*  
*Edinburg, TX 78539*  
*Phone: 956-318-2626 Ext. 4857*  
*Fax: 956-292-7612*  
oscarg.garza@co.hidalgo.tx.us

---

**From:** Priscilla Garcia [mailto:priscilla.garcia@hidalgocountyclerk.us]  
**Sent:** Monday, December 08, 2008 4:44 PM  
**To:** oscarg.garza@co.hidalgo.tx.us  
**Subject:** Herrera & Hunt Change Order

Please let me know if you need anything else.

Thank you,  
**Priscilla Garcia**  
*Administrative Assistant*  
**Office of Arturo Guajardo Jr.**  
**Hidalgo County Clerk**  
100 N. Closner Blvd.  
Edinburg, Texas 78540  
956-318-2100 ext 6192  
[priscilla.garcia@hidalgocountyclerk.us](mailto:priscilla.garcia@hidalgocountyclerk.us)

# HERRERA & HUNT INC.

Home Office:  
1837 CISCO DRIVE  
LOS FRESNOS TEXAS 78566  
956-459-1696

## LETTER OF TRANSMITTAL

DATE: December 1st 2008

TO: County Clerk Warehouse  
317 N. Closser  
Edinburg Texas 78539

JOB NO.: P.O. # 609752

PROJECT: County Clerks Roof

ATTN: Arturo Guajardo Jr.

### GENTLEMEN:

WE ARE SENDING YOU  Attached  Under separate cover via \_\_\_\_\_ the following items:

<input type="checkbox"/> Shop drawings	<input type="checkbox"/> Plans	<input type="checkbox"/> Change Order
<input type="checkbox"/> Copy of letter	<input type="checkbox"/> Contract	<input type="checkbox"/> Modification Order
<input type="checkbox"/> Submittals	<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Subcontract Agreement

Original	Copies	No.	Description
3			Originals- Draw Request #2 for County Clerk's Roof for your approval.

### THESE ARE TRANSMITTED as checked below:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> For your approval/signature | <input type="checkbox"/> Approved as submitted            |
| <input checked="" type="checkbox"/> For your use                | <input type="checkbox"/> Approved as noted                |
| <input type="checkbox"/> As required                            | <input type="checkbox"/> Returned for corrections         |
| <input type="checkbox"/> For review and comment                 | <input type="checkbox"/> Other                            |
| <input type="checkbox"/> For bids due                           | <input type="checkbox"/> Prints returned after loan to us |

### REMARKS:

\_\_\_\_\_  
\_\_\_\_\_  
Thank You  
\_\_\_\_\_  
\_\_\_\_\_

Copy to: File

Signed: Keith F. Hunt

**HERRERA & HUNT, INC.**  
**CONTRACTOR'S APPLICATION FOR PAYMENT NO. 2**

Project No./Contract No. Hidalgo County PO 609752  
 County Hidalgo City Edinburg  
 Contractor Herrera & Hunt Inc. From Oct. 30 2008 To Dec. 01 2008  
 Bond Identification No. ST-08-313-BN-5030724  
 Project Name Emergency Roof Repairs to Hidalgo County Clerks Warehouse

Application is hereby made for payment on the above mentioned contract.

Amount of Original Contract	\$	<u>84,779.00</u>
Adjustments (Supplemental Agreements, Credit Change Order, Unit Price Contract Adjustment, Unused Contingency on Final Application for Payment)	\$	<u>6,300.00</u> *
Net Adjusted Contract Amount	\$	<u>91,079.00</u>

Total Work Complete to Date	\$	<u>91,079.00</u>
Less 10% Retainage	\$	<u>9,107.90</u>
Total Work Complete Less Retanage	\$	<u>81,971.10</u>
Less Previous Payments	\$	<u>52,011.90</u>
Payment Due This Certificate	\$	<u>29,959.20</u>

Date Date Of Commencement	<u>10/15/2008</u>
Contract Working Days (as specified in Contract) -	<u>60</u>
Adjustments to Working Days for Weather Delays -	<u>6</u>
Net Adjusted Working Days	<u>66</u>

Total Working Days Complete thru Previous Application -	<u>15</u>
Working Days Completed this Application -	<u>30</u>
Total Working Days Completed to Date -	<u>45</u>
Working Days Left to Complete Project -	<u>21</u>
Date of Substantial Completion	<u>12-05-08</u>

This is to certify that Herrera & Hunt Inc., contractor for the above Contract, is entitled to the payment indicated above in accordance with the terms of this contract.

By: [Signature]  
 Herrera & Hunt Inc.  
 Date: 12-01-08

[Signature]  
 Owner's Authorized Representative  
 Date: 12/04/08

By: \_\_\_\_\_  
 Architects Approval  
 Date: \_\_\_\_\_

INVOICE RECEIVED BY: [Signature] on 12/5/08  
 GOODS/SERVICES RECEIVED BY: [Signature] on 12/5/08

8-1100-415-40-180-002-0-431  
 139641  
 609752



**HERRERA & HUNT, INC.**

**CONTRACTOR'S APPLICATION FOR PAYMENT NO. 2**

Project No. Hidalgo County PO 609752

County Hidalgo

City Edinburg

Contractor Herrera & Hunt Inc.

From Oct. 30th 2008 To Dec. 01,2008

Bond Identif ST-08-313-BN-5030724

Project Name Emergency Roof Repairs to Hidalgo County Clerks Warehouse

Application is hereby made for payment on the above mentioned contract.

Percent Time Used 68.18%

(working days charged divided by net  
adjusted working days)

Percent Complete 100.00%

(total work done to date divided by net  
adjusted contract amount)

---

Report briefly: (1) Work completed; (2) Work in progress; (3) Adequacy of the Contractor's labor force,  
equipment, and supervision; (4) Quality of the work and general rate of progress;  
(5) Attach progress photographs.

- 1) All work is complete and manufacturers certification and warranties are being assembled at this time and will be delivered next week before the 15th of December 2008
- 2) No further work is in progress except the punch list work from the owners and manufacturers inspections which will be completed by the 15th of Dec. 2008
- 3) There has always been adequate work force on the site.
- 4) Quality of work is within industry standards and has been inspected throughout the process and certified by the Manufacturers representative .
- 5) Completed Project photo's and progress photos are being sent under a separate cover. These will be e-mailed in an excel progress report.