



March 15, 2023

Ms. Kaitlyn Battles  
Buyer III  
Brazos County  
200 S. Texas Ave., Ste. 352  
Bryan, TX 77803

Re: Phase 3 – Detention Center- Rec Yard Area Roof #4

Dear Ms. Battles,

The purpose of this letter is to obtain approval for a change in the project's original specification.

There was a discrepancy between the pre-bid discussion and the pre-bid minutes regarding which areas of the Rec Yards were going to have the metal replaced and which areas were going to remain with the existing coping cap.

The change order will consist of:

- Removal and disposal of existing coping metal.
- Prepping parapet substrate to accept adhered membrane.
- Adhere 80 MIL Membrane up and over the parapet wall.
- Terminate membrane, according to manufacturer's specification, with approximately 480 lineal feet of All-Term Metal Edge on Rec Yard Area Roof #4

The total cost of this change order is \$8,000.00

If this change order is acceptable, please sign below and e-mail to me. Please feel free to contact me at (800) 248-0280 ext. 2219 or ktobias@duro-last.com if you have any questions.

Thank you for your business!

Best Regards,

Kelly Tobias  
Cooperative Purchasing Representative  
Duro-Last, Inc.

**Phase 3 – Brazos County Detention Center Change Order #4 : \$8,000.00**

Approved By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_