

**To:** Frank Balbi, P.E.  
Village of Croton-on-Hudson  
Parking lot, 1 Van Wyck St,  
Croton-On-Hudson, NY 10520

**RE:** Croton-On-Hudson  
HARMON FIREHOUSE  
30 Wayne Street  
Croton-On-Hudson, NY

**Subject: Change Order Request – HVAC Scope Adjustment**

Dear Frank Balbi,

We are writing to formally submit a **Change Order Request** for the HVAC work associated with the HARMON FIREHOUSE at 30 Wayne Street Croton-On-Hudson, NY. This request is due to brief design changes, as per client request and engineer drawings equipment upgrade.

**Details of Proposed Change:**

- **Original Scope:** Original design included 14-ton condensing heat pump units with four wall mounted air handlers on 2<sup>nd</sup> floor with one ducted air handler on 2<sup>nd</sup> floor and 2 ducted air handlers on 1st floor.
- **Proposed Change:** After the bidding process, the engineer revised the drawings and requested for hyper heat condensing unit due to that condensing unit has to be increased from 14-ton to 16-ton units. Because of hyper heat the branch selector needs to be added in scope if work which also required additional refrigeration piping insulation and labor. During construction all four walls mounted requested to replace with ceiling hung cassette units which cost more than wall mounted unit and increased labor cost.
- **Reason for Change:** Due to above equipment changes our cost of equipment and labor increased on this project
- **Cost Impact:** We formerly request an additional **\$ 32,000.00**. This includes materials, labor, project management, overhead, and mark up

We kindly request your written approval to proceed with this change. Work associated with this change will not begin until we receive signed authorization.

Please do not hesitate to contact us with any questions or to discuss this request further.

Sincerely,  
**Oscar Acosta**  
**President**  
**HVAC Now**  
**845 240 2444**  
hvacnowinc@gmail.com