

**ORDINANCE NO. 150-26****AN ORDINANCE AUTHORIZING THE MAYOR TO APPROVE CHANGE ORDER #04 TO GMP #3 WITH THE RUHLIN COMPANY FOR RENOVATION WORK AT THE MEDINA MUNICIPAL COURTHOUSE.**

**WHEREAS:** Ordinance No. 84-25, passed April 28, 2025, authorized the Mayor to enter into the Guaranteed Maximum Price Agreement #3 (GMP #3) with the Ruhlin Company for renovation work at the Medina Municipal Courthouse; and

**WHEREAS:** The City Engineer has presented 2026 Change Order #04 to City Council to modify the contract amount.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

**SEC. 1:** That the Mayor is authorized to approve Change Order #04 to GMP #3 with the Ruhlin Company for renovation work at the Medina Municipal Courthouse.

**SEC. 2:** That in accordance with Ohio Revised Code §5705.41(D), at the time that the contract or order was made and at the time of execution of the Finance Director's certificate, sufficient funds were available or in the process of collection, to the credit of a proper fund, properly appropriated and free from any previous encumbrance.

**SEC. 3:** That the funds to cover Change Order #04, in the amount of \$168,006.00 are available as follows: \$84,003.00 in Account No. 301-0716-54412 and \$84,003.00 in Account No. 169-0716-54412.

**SEC. 4:** That a copy of the Change Order is marked Exhibit A, attached hereto and incorporated herein.

**SEC. 5:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

**SEC. 6:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

**PASSED:** September 28, 2026

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** September 28, 2026

**SIGNED:** James A. Shields  
Mayor



# Document G701® – 2017

ORD. 150-2L  
EXH. A

## Change Order

|                                                                                                           |                                                                                                                                       |                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>PROJECT:</b> <i>(Name and address)</i><br>Medina Municipal Court Renovations                           | <b>CONTRACT INFORMATION:</b><br>Contract For: General Construction<br>Date: January 14, 2025                                          | <b>CHANGE ORDER INFORMATION:</b><br>Change Order Number: 004<br>Date: August 11, 2026                             |
| <b>OWNER:</b> <i>(Name and address)</i><br>City of Medina<br>132 North Elmwood Avenue<br>Medina, OH 44258 | <b>ARCHITECT:</b> <i>(Name and address)</i><br>Brandstetter Carroll, Inc.<br>1220 West Sixth Street, Suite 300<br>Cleveland, OH 44113 | <b>CONTRACTOR:</b> <i>(Name and address)</i><br>The Ruhlman Company<br>6931 Ridge Road<br>Sharon Center, OH 44274 |

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

PR17 Signage Revisions

PR19 Technology/AV Court Annotation and Microphone Muting

The original Contract Sum was

\$ 10,382,775.00

The net change by previously authorized Change Orders

\$ 808,255.00

The Contract Sum prior to this Change Order was

\$ 11,191,030.00

The Contract Sum will be increased by this Change Order in the amount of

\$ 168,006.00

The new Contract Sum including this Change Order will be

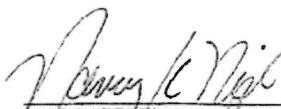
\$ 11,359,036.00

The Contract Time will be increased by Fifteen (15) days.

The new date of Substantial Completion will be May 18, 2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

  
ARCHITECT (Signature)

Nancy K. Nozick, vice president  
(Printed name, title, and  
license number if required)

8/16/2024

Date

  
CONTRACTOR (Signature)

James L. Ruhlman, Jr., PE  
President & CEO  
(Printed name and title)

September 30, 2026

Date

  
OWNER (Signature)

JAMES A. SHIELDS, Mayor  
(Printed name and title)

9/28/2026

Date

# Change Order Form

## State of Ohio Standard Forms and Documents

|                                                                     |                                                   |                                |              |              |
|---------------------------------------------------------------------|---------------------------------------------------|--------------------------------|--------------|--------------|
| Project Name and Location<br>Medina Municipal Courthouse Renovation |                                                   | Contract Number<br>- -         |              |              |
|                                                                     |                                                   | Project Number                 | Phase        | Contract     |
| Contract Type                                                       |                                                   | Modification No.               | OCO #4       | - -          |
| Contractor / CM / DB / ESCO Name<br>The Ruhlin Company              |                                                   | Sequence No.                   | Phase        | Contract     |
|                                                                     |                                                   | Description                    | PR 17 and 19 |              |
| Basis of Change Order                                               |                                                   | Funding Information            |              |              |
| <input type="checkbox"/> Error / Omission                           | <input type="checkbox"/> Value Engineering        | State Funds                    |              | \$0.00       |
| <input checked="" type="checkbox"/> Owner Request                   | <input type="checkbox"/> Differing Site Condition | Local Funds                    |              | \$0.00       |
| <input type="checkbox"/> Code Directive                             | <input type="checkbox"/> Field Resolution         | Other Funds (LFI)              |              | \$0.00       |
| <input type="checkbox"/> Other                                      |                                                   |                                |              |              |
| Adjustment of the Contract Times                                    |                                                   | Adjustment to the Contract Sum |              |              |
| Contract Days Changed 0                                             |                                                   | Change Order Amount            |              | \$168,006.00 |
| Revised Completion Date                                             |                                                   | Revised Contract Sum           |              | \$0.00       |

**Description** (attach Change Order Summary and Detail forms and additional pages as necessary)

Court requested changes to existing signage, quote marked up per BCI. Changed signage at interior rooms, added signage, changed 41 interior signs. Removal & replace dimensional signs at top of hall in 3 locations. Lake Erie Elect Low Voltage/Technology changes to existing court technology system to add court annotation system with added computers, cabling and repogramming. Additional microphone muting. Full scope based on meetings and discussion. No plans or specifications with this package. Technology adds: \$119,317. Signage changes: \$9,960. Patching & painting: \$8,410. Ruhlin staffing, overhead, general conditions: \$30,319

**Justification** (attach additional pages as necessary)

Changes requested by Court staff.

This Change Order provides full and complete satisfaction for all adjustments of the Contract Sum, Contract Times, or both, for the described changes and shall not serve as the basis for a cumulative impact Claim.

|                                                                 |            |                                           |            |
|-----------------------------------------------------------------|------------|-------------------------------------------|------------|
| <b>Architect/Engineer / Criteria A/E Recommendation</b>         |            | <b>Owner 1 Acceptance</b>                 |            |
| Name _____                                                      |            | Name _____                                |            |
| Signature _____                                                 | Date _____ | Signature _____                           | Date _____ |
| <b>CM Adviser / Owner Agent Recommendation (if any)</b>         |            | <b>Owner 2 Acceptance (if applicable)</b> |            |
| Name _____                                                      |            | Name _____                                |            |
| Signature _____                                                 | Date _____ | Signature _____                           | Date _____ |
| <b>Contractor / CM at Risk / Design-Builder / ESCO Approval</b> |            | <b>Contracting Authority Approval</b>     |            |
| Name Mike Schumaker                                             |            | Name _____                                |            |
| Signature _____                                                 | Date _____ | Signature _____                           | Date _____ |

**Proposal Worksheet Summary Form (Contractor)**  
**State of Ohio Standard Forms and Documents**

|                                                                          |  |                                                                                   |  |
|--------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------|--|
| Project Name and Location<br>Medina Municipal Courthouse Renovation<br>0 |  | Contract Number<br>000-0000-000 - 000-0000-000<br>Project No. Phase               |  |
| Contract Type<br>CMR                                                     |  | Modification No. 0 - 0 -<br>Sequence No. Phase                                    |  |
| Contractor Name<br>The Ruhlin Company                                    |  | Description<br>OCO #4 - PR17 Signage Updates & PR19 Court Annotation & Mic Muting |  |

| Labor                                                                                                              | Subcontracts   | Prime Contract  | Subtotal                                |
|--------------------------------------------------------------------------------------------------------------------|----------------|-----------------|-----------------------------------------|
| B. Personnel Costs (on-Site management, supervision, and administrative personnel not subject to prevailing wages) |                | \$16,000        | Ruhlin staff, PM & supervision, 5 weeks |
| F. Overhead & Profit on Subcontractors                                                                             | \$6,884        |                 |                                         |
| G. Contractor's Fee ((B+C+D+E+F) x 5.00%)                                                                          |                | \$0             |                                         |
| Q. Miscellaneous<br>1) Premium portion of approved overtime                                                        | 0.00           | 0.00            |                                         |
| <b>Labor ( B+C+D+E+F+G+Q1 )</b>                                                                                    | <b>\$6,884</b> | <b>\$16,000</b> | <b>\$22,884</b>                         |

| Material                                                          | Subcontracts     | Prime Contract | Subtotal         |
|-------------------------------------------------------------------|------------------|----------------|------------------|
| H. Equipment Rentals (attach itemized quotes or invoices)         | 0.00             | 0.00           |                  |
| L. General Conditions Costs                                       |                  |                |                  |
| 1. Performance and Payment Bond premium                           | 0.65%            | \$895          |                  |
| 2. Subcontractor Default Insurance (if any)                       |                  |                |                  |
| 3. Builder's Risk Insurance premium (if any)                      | 1.75%            | \$2,410        |                  |
| 4. Other General Conditions Costs                                 | 0.00             | 0              |                  |
| M. Subcontractor Costs                                            | \$137,687        |                |                  |
| PCO 85 - PR 19 Court Tech Adds: Annotation & Microphone Muting    | \$119,317        |                |                  |
| PCO 60 - PR 17 Ellet Sign Changes per BCI Markup                  | \$9,960          |                |                  |
| PCO 60 - PR 17 Yerman Patch & Paint after existing signs removed  | \$8,410          |                |                  |
| Re-cleaning after work to be billed against remaining contingency | \$0              |                |                  |
| N. Contractor's Fee ((H+I+J+K+L+M) x 3.00%)                       |                  | \$4,131        |                  |
| Q. Miscellaneous<br>2) Sales and Use Tax (see GC Section 12.7.2)  | 0.00             | 0.00           |                  |
| <b>Subcontract Total( H+I+J+K+L+M+N+Q2 )</b>                      | <b>\$137,687</b> | <b>\$7,436</b> | <b>\$145,122</b> |

**Total**

Total Change Order Amount ( B+C+D+E+F+G+H+I+J+K+L+M+N+Q ) = \$168,006