

**SHELBY COUNTY GOVERNMENT  
CONTRACTS ADMINISTRATION  
160 N. MAIN, SUITE 950  
MEMPHIS, TN 38103  
(901) 222-2113 PHONE  
(901) 222-2062 FAX**

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**DEPARTMENTAL COMMUNICATION**

**TO:** Jason Morris  
**Roads, Bridges & Engineering**

**FROM:** Tamika Y. Hamm *T.Y.H.*  
**Contracts Administration**

**DATE:** October 23, 2023

**SUBJECT:** Encor, LLC  
**Contract Number: CA2100686-5**

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**Attached please find one (1) fully executed copies of the above-referenced contract that have been executed by Lee Harris, Shelby County Mayor, for Shelby County Government. Please retain a copy for your files and forward a copy to *Encor, LLC*, along with a “*Notice to Proceed*” for the described services of the contract.**

Generally, contracts contain many terms and conditions and, in several instances, have provisions that impose duties and conditions on the County which if not followed or violated, will result in a monetary loss or other penalty being imposed on the County. Please ensure that the appropriate individual within your department, who is responsible for monitoring and compliance with this agreement, is fully aware of its entire terms and conditions and any requirements contained therein. If any questions arise as a result of the contents of the attached, please contact Contracts Administration immediately.

Also, on occasion, one contract will affect how another contract is administered. Normally this situation involves either Federal or State grants which require that the funds received to be spent under a separate contract in a specific manner. Coordination of both contracts is mandatory. If any questions arise as a result of the contents of the attached, please contact Contracts Administration immediately.

Please make sure that the above-referenced contract number is shown on all invoices and correspondence about this contract.

Attachment  
Contract (1)  
Encumbrance Form (1)  
PO (N/A)

**CHANGE ORDER**  
**PROJECT: Big Creek Park Construction - Millington Levee**

**CHANGE ORDER NUMBER: 05**  
**INITIATION DATE: 9/19/2023**

**COUNTY PROJECT NO: CA220686**

**CONTRACT FOR: CONSTRUCTION**

**CONTRACT DATE: April 1, 2021**

You are directed to make the following changes in this Contract:

<u>Item No.</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Cost</u>
	Add additional depth to manhole and Adjustment placement of 42' DIP and headwall structure	1	LS	\$18,000.00	\$18,000.00

**TOTAL \$18,000.00**

Not valid until signed by both the Owner and Engineer.

Signature of the Contractor indicates their agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original (Contract Sum) was

Net change by previously authorized Change Orders

The (Contract Sum) prior to this Change Order was

The Contract Sum will be increased by this Change Order

The new Contract Sum including this Change Order will be.

The Contract Time will be increased by 0 calendar days.

The Date of Substantial Completion as of the date of this

Change Order therefore is:

\$2,777,145.00  
 (\$59,273.00)  
 \$2,717,872.00  
 \$18,000.00  
 \$2,735,872.00

**October 10, 2023**

Authorized:

Darren Sanders, P.E.  
County Engineer  
 6449 Haley Road  
 Memphis, TN 38134

By Darren J. Sanders  
 Darren Sanders, P.E.

Date 9/21/23

Chris Masin  
 Chris Masin, P.E.  
 County Project Manager

ENSCOR, LLC.  
Contractor  
 5566 Commander Drive  
 Arlington, TN 38002

By Jeff Smith  
 Jeff Smith  
 President  
 Date 9-19-2023

Shelby County Government  
Owner  
 160 N. Main Street  
 Memphis, TN 38103

By Lee Harris  
 Lee Harris, Mayor

Date 10/23/2023

APPROVED AS TO FORM AND LEGALITY:

Carole M. Tabb