

Council Communication

Approval of Change Order Exceeding 35% of Original Contract Amount for Carport for Police Department

Meeting Date:	May 5, 2009	Primary Staff Contact:	Terry Holderness
Department:	Police	E-Mail:	holdernet@ashland.or.us
Secondary Dept.:	Public Works/Purchasing	Secondary Contact:	Dale Peters
Approval:	Martha Bennett	Estimated Time:	Consent Agenda

Question:

Will the City Council, acting as the Local Contract Review Board, approve the Change Order for \$8,700 (additional amount for labor/travel - total aggregate cost change of 47.5%) and the additional expenses amounting to \$1,030.00 to complete the carport installation?

Staff Recommendation:

Staff recommends that the change order (total aggregate cost change of 47.5%), and the additional expenses associated with the project be approved by the City Council

Background:

The initial contract for materials and labor in the amount of \$18,300.00 was awarded to Carports of Washington in accordance with the public contracting rules for an Intermediate Procurement, which requires three written quotes for goods and services between \$5,000 and \$75,000.

The initial project commenced on April 13, 2009. During the excavation for the carport's six (6) support footings, concrete footings from a previous structure were unearthed approximately 5' under ground. This finding was then reported to the City's Building and Planning Divisions, which lead to the project being halted. A Site Assessment Report was then required to be submitted to the Oregon State Historic Preservation Office. The Site Assessment Report found the concrete footings to be insignificant and the City of Ashland was granted permission to proceed with the project.

Initial Bid for Carport	\$18,300.00
Planning Site Review Permit	1,008.50
Building Permits	<u>629.88</u>
	\$19,938.38
Change Order No. 1	8,700.00
Additional expenses:	
Archaeological Site Assessment Report	1,000.00
Photos	<u>30.00</u>
Total	<u>\$29,668.38</u>



Related City Policies:

Section 2.50.020 Public Contracting Officer's Authority

B. Delegation of Authority. The Council, delegates authority to the Public Contracting Officer to execute amendments or change orders to contracts upon the following conditions:

- i. The original contract has been approved by Legal Counsel, or is otherwise exempt.
- ii. If an amendment or change order, the total aggregate cost change does not exceed 35 percent (35%) of the original contract amount.

Council Options:

The City Council, acting as the Local Contract Review Board, can approve or decline to approve the change order (total aggregate cost change of 47.5%) and the additional expenses associated with the project exceeding 35% of the original contract amount.

Potential Motions:

The City Council, acting as the Local Contract Review Board, can approve or decline to approve the change order (total aggregate cost change of 47.5%) and the additional expenses associated with the project exceeding 35% of the original contract amount.

Attachments:

Written Findings

Email confirmation granting permission to proceed with project

Contract Addendum

Change Order

