

Staff Report

Change Order Report to Council

January 14, 2014

The purpose of the Change Order Reports is to inform the City Council of all changes, approved by Department Heads and the City Manager, to contracts previously approved by City Council. These reports will also include any changes made to contracts, not originally awarded by City Council, that have exceeded the limit of \$50,000 or 20% of the original contract amount. Change Order Reports will be submitted at each regular City Council meeting when an increase or decrease to the original contract amount has occurred.

The City's current Purchasing Policies require Council approval for cumulative change order totals of \$50,000 or more, or for an amount exceeding 20% of the original contract price. The City Manager is authorized to approve change orders up to a cumulative total of \$50,000 or an amount up to 20% of the original contract, whichever is less. Department Heads have the authority to approve change orders up to a cumulative total of \$25,000 or an amount up to 20% of the original contract amount, whichever is less. After the City Council has approved a change order with a cumulative value of \$50,000 or more, the accrual of any subsequent change orders starts over following the same limits as stated above.

The Finance Department's Purchasing Division reviews all contract change orders, verifies signature authority, and adjusts encumbrances as applicable.

Following is an example of change order approval under the current policy:

Original contract amount:	\$500,000	
Change Order No. 1:	\$ 19,000	Approval by Department Head
Change Order No. 2:	\$ 29,000	Approval by City Manager (cumulative total of changes is now \$48,000)
Change Order No. 3:	\$ (5,000)	Approval by City Council (cumulative total of changes exceeds \$50,000)

Changes may then be administratively approved up to another cumulative total of \$50,000:

Change Order No. 4:	\$ 28,000	Approval by City Manager
Change Order No. 5:	\$(18,000)	Approval by City Manager (the cumulative total of changes in this second "accrual" is now \$48,000)
Change Order No. 6:	\$ 5,000	Approval by City Council (the cumulative total of changes in the second "accrual" is now \$51,000)



REPORT OF CONTRACT CHANGE ORDERS

Period:	<input checked="" type="checkbox"/>	1 st – 15 th
	<input type="checkbox"/>	16 th – End of Month
Month & Year:	December 2013	
For City Council Date:	January 14, 2014	

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact (Buyer)
Ames Public Library	Ames Public Library Wood Window Restoration Project	2	\$125,860.00	Scott Petersen Construction, Inc.	\$38,250.00	\$4,750.00	L. Carey	MA
Ames Public Library	Ames Public Library Renovation & Expansion - Abatement Work	6	\$49,659.00	Abatement Specialties, LLC	\$38,428.00	\$6,258.00	L. Carey	MA
Public Works	2012/13 Downtown Street Pavement Improvements (Clark & Gilchrist)	2	\$551,295.70	Con-Struct, Inc.	\$1,920.00	\$24,178.48	B. Kindred	MA
Public Works	2011/12 Collector Street Pavement Improvements (Ridgewood)	3	\$495,400.00	Con-Struct, Inc.	\$6,981.00	\$16,032.26	J. Joiner	MA
Ames Public Library	Ames Public Library - Restoration and Expansion	9	\$12,543,350.00	A & P / Samuals	\$158,131.00	\$19,541.00	L. Carey	MA
Electric Services	Substation Electrical Materials Bid No. 1 69kV Switches	1	\$52,552.84	Hamby-Young	\$0	\$0	D. Kom	CB

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact (Buyer)
Public Works	2011/12 Shared Use Path Sytem Expansion (Skunk River Trail/HYSC - SE 16 th Sreet)	2	\$252,409.75	Con-Struct, Inc.	\$2,615.40	\$-(8,508.23)	J. Joiner	MA
Electric Services	Ames Plant Substations Improvements	1	\$632,472.96	Harold K. Scholz Company	\$0	\$7,809.00	D. Kom	CB
Transit	CyRide Bus Facility Expansion	24	\$4,489,000.00	Henkel Construction Company	\$358,556.94	\$12,163.96	S. Kyras	MA
Transit	CyRide Bus Facility Expansion	25	\$4,489,000.00	Henkel Construction Company	\$370,720.90	\$4,169.24	S. Kyras	MA
Transit	CyRide Bus Facility Expansion	26	\$4,489,000.00	Henkel Construction Company	\$374,890.14`	\$12,007.20	M. Mundt	MA
Transit	CyRide Bus Facility Expansion	27	\$4,489,000.00	Henkel Construction Company	\$386,897.34	\$-(1,713.29)	M. Mundt	MA
Transit	CyRide Bus Facility Expansion	28	\$4,489,000.00	Henkel Construction Company	\$385,184.05	\$0	M. Mundt	MA
Transit	CyRide Bus Facility Expansion	29	\$4,489,000.00	Henkel Construction Company	\$385,184.05	\$-(2,244.00)	M. Mundt	MA
Transit	CyRide Bus Facility Expansion	30	\$4,489,000.00	Henkel Construction Company	\$382,940.05	\$14,609.79	M. Mundt	MA

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact (Buyer)
Public Works	Toronto Area Water Main Replacement	2	\$298,735.47	J & K Contracting LLC	\$17,511.18	\$-(5,266.25)	J. Joiner	MA
Public Works	2012/13 Shared Use Path Maintenance (Bloomington)	1	\$67,614.45	Manatt's Inc.	\$0	\$7,744.24	T. Warner	MA
Public Works	2012/13 Arterial Street Pavement Improvements (State Avenue)	1	\$1,143,124.09	Manatt's Inc.	\$0	\$-(11,193.00)	J. Joiner	MA



REPORT OF CONTRACT CHANGE ORDERS

Period:	<input type="checkbox"/>	1 st – 15 th
	<input checked="" type="checkbox"/>	16 th – End of Month
Month & Year:	December 2013	
For City Council Date:	January 14, 2014	

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact (Buyer)
Public Works	2012/13 CyRide Route Paving Improvements #2 (Todd Drive)	1	\$201,992.08	Manatt's Inc.	\$0	\$1,501.17	T. Warner	MA
Transit	CyRide Bus Facility Expansion	32	\$4,489,000.00	Henkel Construction Company	\$439,962.00	\$30,393.97	M. Mundt	MA
Transit	CyRide Bus Facility Expansion	33	\$4,489,000.00	Henkel Construction Company	\$470,356.05	\$0	M. Mundt	MA
Transit	CyRide Bus Facility Expansion	34	\$4,489,000.00	Henkel Construction Company	\$470,356.05	\$5,564.80	M. Mundt	MA
Public Works	Ames Southeast Entryway Project [STP-ES-0155 (659)-81-85]	2	\$343,416.00	Soil-Tek	\$3,924.00	\$(2,990.00)	J. Joiner	MA
Public Works	2011/12 Downtown Street Pavement Improvements (Douglas Avenue)	3	\$1,215,016.00	Con-Struct, Inc.	\$14,134.81	\$18,375.00	B. Kindred	MA

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact (Buyer)
Public Works	2012/13 Water System Improvements Water Main Replacement #3 (Center Ave)	1	\$118,078.00	Ames Trenching & Excavating, Inc.	\$0	\$11,674.66	T. Warner	MA
Public Works	2012/13 Water System Improvements (Water Main Replacement)	1	\$154,686.00	Ames Trenching & Excavating, Inc.	\$0	\$-(1,833.00)	T. Warner	MA
Public Works	2012/13 Asphalt/Seal Coat Reconstruction & 2012/13 Water Main Replacement	2	\$957,521.70	Manatt's Inc.	\$1,200.00	\$5,274.50	T. Warner	MA
Ames Public Library	Phase II Library Architectural Contract	4	\$1,527,325.00	Meyer Scherer & Rockcastle Ltd.	\$28,783.00	\$10,743.50	M. Mundt	MA
Public Works	Engineering Services Agreement for 2013/14 Concrete Street Pavement Improvements (Lynn Avenue and Knapp Street)	1	\$66,875.00	Veenstra & Kimm Inc.	\$0	\$2,500.00	E. Cowles	MA