

**COUNCIL ACTION FORM**

**SUBJECT:**     **SCAFFOLDING AND RELATED SERVICES AND SUPPLY  
CONTRACT FOR POWER PLANT – CHANGE ORDER #1**

**BACKGROUND:**

On June 23, 2020, the Ames City Council approved a contract renewal with HTH Companies, Inc. in the amount of \$53,000 (plus \$3,710 sales tax) to provide and install scaffolding, bracing and fall protection when needed at the City's Power Plant. It is important to note that the contract amount is not for a specific project, but rather the staff's best estimate of amount of work that might be performed in a given year. Rather than entering into a lump sum contract, work is charged to the City based on the actual time and materials used for a specific task.

The number of projects in and around the plant have grown since the scaffolding budget was approved. **Therefore, the action being requested is to approve Change Order No. 1 to the Scaffolding and Related Services and Supply Contract.** This change order will add an additional \$20,000 (plus \$1,400 sales tax) to the current contract for FY 2020/21 allowing for additional work to be performed before the end of the fiscal year. This will bring the total contract amount to \$78,110. Without this Change Order, the scaffolding contract funds will be exhausted before the end of the fiscal year.

Actual payments are calculated on unit prices and work. **Additional funds authorized in this change order will only be spent on actual time and material used to perform the work.** The additional funds for this change order will come from the Power Plant Building Maintenance account.

**ALTERNATIVES:**

1. Approve Change Order No. 1 to HTH Companies, Inc. in the amount of \$20,000 (plus \$1,400 sales tax) for additional scaffolding, bracing and fall protection, increasing the total contract amount to \$78,110.00. All labor and materials will be performed and invoiced on a time and material basis according to rates, terms, stipulations, and conditions specified in the original contract.
2. Do not approve the requested change order.

**CITY MANAGER'S RECOMMENDED ACTION:**

Having a scaffolding contract in place allows Power Plant maintenance projects to be completed more quickly, more safely, and more cost effective. This Change Order will provide the opportunity to accomplish necessary projects. All labor and materials will be

performed and invoiced on a time and material basis according to rates, terms, stipulations, and conditions specified in the original contract.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No.1 as stated above.