

COUNCIL ACTION FORM

SUBJECT: POWER PLANT ELECTRICIAN SERVICES – CHANGE ORDER 2

BACKGROUND:

On February 17, 2017, staff issued a purchase order to The Baker Group in the not-to-exceed amount of \$24,000. The scope of work was to procure the services of a qualified electrician for maintenance at the Power Plant.

It was necessary to procure these services because the Power Plant does not currently have an electrician on staff. The Power Plant is in the process of recruiting to fill this vacant position. It is anticipated that this position should be filled by August of this year.

One change order in the not-to-exceed amount of \$24,000 was issued because the electrician was needed longer than originally anticipated. Staff has determined that another change order is needed to keep the outside electrician until the Power Plant electrician position is filled.

This change order will add an additional \$32,000 to the purchase order, bringing the total not-to-exceed amount to \$80,000. Funds for the purchase of this service are available from the approved FY 2016/17 and FY 2017/18 budgets for the salary of a Power Plant electrician.

ALTERNATIVES:

1. Approve contract Change Order No. 2 to The Baker Group, Des Moines, IA, in the not-to-exceed amount of \$32,000 for electrician services. This will increase the contract total to the not-to-exceed amount of \$80,000.
2. Reject contract Change Order No. 2 that would result in the Power Plant not having a qualified electrician on-site to provide needed maintenance support.

CITY MANAGER'S RECOMMENDED ACTION:

The Power Plant is in the process of filling the vacancy for an electrician. Until that position is filled it is crucial to hire a qualified outside electrician to provide maintenance support. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.