CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

ITEM: **DATE: March 9, 2015**

Motion – Approving Change Order #1
139 6th Street – Building Renovation – Dispatch Radio
Electronic Engineering

FINANCIAL IMPACT:

Contract Summary:

Description	Amount	Date Approved	Remarks
Contract	$ 1,680.00	September 30, 2014	Approved by Staff
Change Order 1	$190.00	Pending	
Total	**$1,870.00**		

Costs for these changes can be paid from budgeted account: 139 6th Street - Building Renovation no. 7003.75.830.6.7910.

BACKGROUND:

Approval of this change order will increase the contract cost for this project by $190.00 to accommodate additional labor need to relocating wiring due to incorrect use of electrical conduit for the dispatch equipment. Typically the City Council does not approve change orders for amounts under $10,000.00, however per the City's purchasing policy, since the change is over 5% of the original contract amount, it requires Council approval.

OUTSTANDING ISSUES: None

RECOMMENDATION:

City Council Adopt:
- Motion Approving Change Order #1 for the 139 6th Street – Building Renovation – Dispatch Radio

Lead Staff Member: Linda Schemmel, AIA

STAFF REVIEWS

Department Director	Duane Wittstock, City Engineer
Appropriations/Finance	Tim Stiles, Finance Director
Legal	Richard Scieszinski, City Attorney
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	N/A
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Public Works		
Date Reviewed	March 2, 2015		
Recommendation	Yes	No	Split

CITY OF WEST DES MOINES

Development Services
4200 Mills Civic Pkwy., PO Box 65320
Wes Des Moines, IA 50265-0320
(515) 222-3620 Fax (515) 273-0802

CHANGE ORDER 1

Distribution:
Owner X
Architect
Contractor X
Other

Contractor: Electronic Engineering
1100 Keo Way
Des Moines, Iowa 50309

Project Title	139 6th Street – Building Renovation (Dispatch Radio)	
WDM Project File Number	0510-049-2013	
Purchase Order Number	7003-DS-10	
Orig. Contract Amount & Date	$1,680.00	September 30, 2014
Change Order Number	1	
Date	February 13, 2015	

THE CONTRACT IS CHANGED AS INDICATED BELOW:

Item	Description	Unit	Unit Price	Quantity Adjustment	Value Adjustment
1	Additional installation labor - incorrect direction by Owner's representative on conduit use	Hours	$95.00	2.00	$190.00
				TOTAL	$190.00

CHANGE ORDER SUMMARY	
The Original Contract Sum (base bid & alternate 1) was	$1,680.00
Net Change by previously authorized Change Orders	$0.00
The Contract Sum prior to This Change Order was	$1,680.00
The Contract Sum will be increased by this Change Order in the amount of	$190.00
The new Contract Sum including this Change Order will be	$1,870.00
Aggregate Change Order as a percent of Original Contract (if the aggregate is $10,000, or greater than 5% of the original contract, whichever is greater, all signatures through the full Council are required)	11.31%
The Contract Time will be unchanged	0 days
The date of Final Completion as of the date of this Change Order therefore is	October 25, 2014

NOT VALID UNTIL SIGNED BY THE CONTRACTOR, OWNER'S REPRESENTATIVE (if applicable) AND OWNER

Contractor:	Recommended By:	Checked By:
Electronic Engineering	City of West Des Moines	City of West Des Moines
Signature: Randy L Gathers	Signature: R Dehnert	Signature:
Name: Randy L Gathers	Name: Rob Denert	Name: Linda Schemmel
Title: Service Coordinator	Title: EMS Assistant Chief	Title: Planner
Date: 2/18/2015	Date: 02/18/2015	Date:

Owner: City of West Des Moines

X ≤	$2,500 Department Director	X_____	Date_____
X	$2,501 to 5,000 City Manager	X_____	Date_____
☐	$5001 to 10,000 PW Council Committee scheduled for agenda on	scheduled for agenda on	Date_____
☐ >	$10,000 City Council approved or ratified at Council meeting on		Date_____

139 6th Street
Location Map

0 15 30 60 90 120
Feet

N