

**PURCHASE ORDER CHANGE ORDER ANALYSIS AND STAFF RECOMMENDATION**

Contracting Agency: Travaux Inc.  
Purchase Order Number: HG124216  
Contractor: Dodge and Sons Builders LLC  
Change Order Amount: \$192,829.00  
Type of Work, Services, or Material: Framing and Drywall (9807)  
Housing Development: Highland Gardens  
Budget/Account Number: Highland Gardens Tax Credit Financing, 582B-148000

**PROCUREMENT REVIEW**

**PROCURING SECTION: Modernization & Development Services**

Travaux Inc. solicited competitive pricing for Framing and Drywall at Highland Gardens and awarded the work to Dodge and Sons Builders LLC, the lowest responsive and responsible bidder. The original award amount of \$99,500.00 was under the threshold of \$250,000.00 above which approval by the Travaux Inc. Board of Directors is required and, therefore, said award was not presented for approval at the time.

During the course of the framing and drywall construction, additional work beyond the original scope was required, resulting in several change order (CO) items totaling \$192,829.00. The additional work includes:

- A. CO #1 provided temporary walls and demolition, that has already been completed for \$38,481.00;
- B. CO #2 provided temporary shed roofs for building protection against water infiltration, that has already been completed for \$3,065.00;
- C. CO #3 provided round windows (material only, no labor) for elevator towers; demolished existing doors; supply and installation of new doors has been approved but not yet complete for \$36,526.00.
- D. CO#4 provides additional demolition to allow flat roof over storage room; moving medicine cabinets for ADA compliance; and supplying elevator control room frames and doors. Work has been approved, completed and invoiced for \$22,153.00.
- E. CO#5 provides re-working of walls behind refrigerators. Work has been approved but not yet completed for \$92,604.00.

The Modernization & Development Services Section requests additional contract authority in the amount of \$192,829.00 not-to-exceed for the change order work described herein. The Modernization & Development Services Section recommends executing the change order as described above. The new purchase order amount of \$292,329.00 not-to-exceed now exceeds the aforementioned \$250,000.00 threshold, and, therefore, requires approval by the Travaux Inc. Board of Directors.

Vice President of Construction \_\_\_\_\_ Date \_\_\_\_\_

**EMERGING BUSINESS ENTERPRISES**

Target Contracting	<u>20</u> %	<u>MBE, WBE, or any combination</u>
Proposed Contracting	<u>0</u> %	
Target Contracting	<u>5</u> %	<u>MBE, WBE, DBE, EBE, SBE, DVOB, VOB or any combination</u>
Proposed Contracting	<u>0</u> %	
Proposed WHEDA Hires	<u>0</u>	

Dodge and Sons Builders LLC is a not a certified EBE with the State of Wisconsin or any other EBE certifying agency. Dodge and Sons Builders LLC has not identified a possible need to subcontract or to hire at this time. If Dodge and Sons Builders LLC should need to subcontract or to hire in the future, then Dodge and Sons Builders LLC will contact Purchasing/Contracts Services prior to seeking any subcontractors or candidates on its own. Housing Management – Contract Compliance recommends proceeding with award.

Contract Compliance Officer \_\_\_\_\_ Date \_\_\_\_\_

**CONTRACT CHANGE ORDER ANALYSIS AND STAFF RECOMMENDATION**

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**SECTION 3**

This award falls under the new Section 3 rule. Our consultant, Motivation Inc., will be working with Dodge and Sons Builders LLC on Section 3 compliance under the new rule. Housing Management – Contract Compliance recommends proceeding with award.

Contract Compliance Officer \_\_\_\_\_ Date \_\_\_\_\_

**FINANCE AND ACCOUNTING**

Finance and Accounting concurs with the recommendation of the Procuring Section to execute the change order to the purchase order as described. Charge the account number(s) as listed above.

Grants Accountant/Budget Analyst \_\_\_\_\_ Date \_\_\_\_\_

**RECOMMENDATION**

RECOMMEND EXECUTION OF CHANGE ORDER AS DESCRIBED ABOVE.

**APPROVAL RECOMMENDED**

Chief Financial Officer \_\_\_\_\_ Date \_\_\_\_\_

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**APPROVED**

Secretary–Executive Director \_\_\_\_\_ Date \_\_\_\_\_

HA-195 (09/2015)