

PURCHASE ORDER CHANGE ORDER ANALYSIS AND STAFF RECOMMENDATION

Contracting Agency: Travaux Inc.
Purchase Order Number: WRV12240
Contractor: Common Links Construction LLC
Change Order Amount: \$13,310.00 not-to-exceed
Type of Work, Services, or Material: Painting and Wall Coverings for Building 3.1
Housing Development: Westlawn Gardens Phase 2
Budget/Account Number: Westlawn Renaissance V Mixed-Financing, 554B-148000

PROCUREMENT REVIEW

PROCURING SECTION: Modernization & Development Services

Travaux Inc. solicited competitive pricing for Painting and Wall Coverings for Building 3.1 at Westlawn Gardens Phase 2 and awarded the work to Common Links Construction LLC, the lowest responsive and responsible bidder. The original award amount of \$249,600.00 was under the threshold of \$250,000.00 above which approval by the Travaux Inc. Board of Directors is required; therefore, said award was not presented for approval at the time.

During the course of the painting and wall covering work, it was determined that additional work beyond the original scope is required. The additional work includes: (A) touch-up patching, sanding, and painting at various locations; and (B) painting and touch-up associated with an added door and frame, yet to be installed. (A) has already been completed for \$8,310.00. (B) has yet to be done, but an allowance of \$5,000.00 is proposed for this work. The Modernization & Development Services Section requests additional contract authority in the amount of \$13,310.00 not-to-exceed for the change order work described herein.

The new purchase order amount of \$262,910.00 not-to-exceed now exceeds the aforementioned \$250,000.00 threshold; therefore, approval by the Travaux Inc. Board of Directors is required.

Vice President of Construction _____ Date _____

EMERGING BUSINESS ENTERPRISES

Target Contracting 25 % 20% MBE and/or WBE
5% any designation (MBE, WBE, DBE, EBE, SBE, VOB)

Proposed Contracting 0 %

Common Links Construction LLC is not a certified EBE with the State of Wisconsin. Common Links Construction LLC has not identified a need to subcontract or to hire at this time. If Common Links Construction LLC needs to subcontract any portion of the work or to hire, then Common Links Construction LLC will contact Purchasing/Contracts Services prior to seeking any subcontractors or candidates on its own. Purchasing/Contracts Services recommends proceeding with the change order.

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 Common Links Construction LLC on Section 3 compliance under the new rule. Purchasing/Contracts Services 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/Budget _____ Date _____

RECOMMENDATION

RECOMMEND EXECUTION OF CHANGE ORDER AS DESCRIBED ABOVE.

APPROVAL RECOMMENDED

Chief Financial Officer _____ Date _____

APPROVED

Secretary–Executive Director _____ Date _____