

PURCHASE ORDER CHANGE ORDER ANALYSIS AND STAFF RECOMMENDATION

Contracting Agency:	Travaux Inc.
Purchase Order Number:	WGVI1213
Contractor:	DJS Construction LLC
Change Order Amount:	\$234,000.00 not-to-exceed
Type of Work, Services, or Material:	Drywall (Labor Only) in Blocks 12, 14, and 17 for Phase 4B Townhomes
Housing Development:	Westlawn Gardens Phase 2
Budget/Account Number:	Westlawn Renaissance Phase VI Mixed Financing, 558B-148000

PROCUREMENT REVIEW

PROCURING SECTION: Modernization & Development Services

Travaux Inc. solicited competitive unit rate pricing for Drywall (Labor Only) in Blocks 12, 14, and 17 for Phase 4B Townhomes at Westlawn Gardens Phase 2 on an as-needed basis. The work was awarded to DJS Construction LLC (DJS), the lowest responsive and responsible bidder. The original award amount was \$50,000.00 not-to-exceed. This amount fell 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 to the board for approval at that time.

During the course of construction, additional drywall work beyond the original scope was required, resulting in a cumulative change order amount of \$234,000.00 not-to-exceed. This amount includes previously approved incremental increases to the purchase order as well as a final increase for the remaining anticipated work.

The additional work was required because the modular buildings as supplied on a separate contract by Champion Modular Inc. dba Champion Commercial Structures (Champion) were delivered with much more needed drywall repair and patchwork than originally expected. Although Champion did not provide the level of drywall finish desired, Champion did technically satisfy the requirements of its contract. A close examination of the scope of work as stated in the contract revealed that Champion complied with the agreed upon scope for drywall finish.

Since DJS was already contracted for drywall repair and patchwork on an as-needed basis, DJS was authorized to provide as much work as needed for each modular building when it was delivered and set. The additional work was billed at the same unit rate as originally agreed upon.

The Modernization & Development Services Section recommends executing the cumulative change order as described above. The new purchase order amount of \$284,000.00 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 %

DJS Construction LLC is not a certified EBE with the State of Wisconsin or any other Wisconsin EBE certifying agency. DJS Construction LLC has not identified a need to subcontract at this time. If DJS Construction LLC needs to subcontract any portion of the work in the future, then DJS Construction LLC will contact Purchasing/Contracts Services prior to seeking any subcontractors 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 change order falls under the new Section 3 rule. Our consultant, Motivation Inc., will be working with Insulation Technologies Inc. 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 Accountant/Budget Analyst _____ Date _____

RECOMMENDATION

RECOMMEND EXECUTION OF CHANGE ORDER AS DESCRIBED ABOVE.

APPROVAL RECOMMENDED

Chief Financial Officer _____ Date _____

APPROVED

Secretary–Executive Director _____ Date _____

HA-195 (09/2015)