



CITY OF LODI

PUBLIC WORKS DEPARTMENT

COUNCIL COMMUNICATION

TO: City Council
FROM: City Manager
MEETING DATE: May 16, 1990
AGENDA TITLE: Contract Change Order - House Removal at 12001 North Thornton Road

This information is being given to the City Council in accordance with the attached policy approved by Resolution No. 85-172.

This contract was unusual in that SUDA, Inc./Delmer Almer was paying the City of Lodi \$2,657.84 for the house/garage located at 12001 North Thornton Road. Under the contract, the contractor was obligated to remove the house and garage and clear the property. The abandonment of the existing septic tank was a City responsibility. Since the septic tank was in the way of moving the house and the contractor was licensed to do septic tank removal work, a change order was issued.

This does provide us the opportunity to again familiarize the Council with our change order policy. As part of the White Slough construction project, there will be a number of change orders where the aggregate total will be in excess of \$25,000 and these will require City Manager approval and informing the Council. Therefore, the Council can expect a number of these types of informational change order items on future agendas.

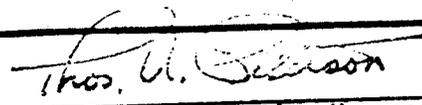

Jack L. Ronsko
Public Works Director

JLR/SB/mt

Attachments

cc: Finance Director

APPROVED:


THOMAS A. PETERSON, City Manager

FILE NO.



CITY OF LODI

PUBLIC WORKS DEPARTMENT

POLICIES AND PROCEDURES

ADMINISTRATION - 4.1

CONTRACT CHANGE ORDERS

12/4/85

Purpose

To establish formal policy and procedures to govern contract change orders.

Policy

. Definition

As used in this policy, a change order shall mean a written order to change the amount of work to be done on a formal contract awarded by the City Council which is anticipated to result in an increase or decrease in contract price. Change orders may not increase or change the scope of the project specified in the contract plans and specifications approved by the City Council.

. Department Head Authority

The responsible Department Head shall be authorized to approve and issue individual change orders to increase the contract price up to \$5,000 or 10% of the formal contract, whichever is larger. The aggregate total of all change orders to each contract may not exceed \$25,000.

. Authority of the City Manager

The City Manager may authorize change orders in excess of 10% of the formal contract or in excess of \$25,000 to avoid extraordinary delay of work or to protect the safety of human life and the environment at or near the work site. The City Manager shall report the change orders and the amounts to the City Council at its next regular meeting.

Procedure

Written change orders shall be submitted to the Finance Department to be added to the construction contract and encumbered against the specific appropriation prior to payment to the contractor. In the event unencumbered funds are not available a special allocation must be processed to increase the applicable appropriation.

Approved by City Council 12-4-85
Resolution No. 85-172

PROJECT: Removal of House/Garage from 12001 N. Thornton Road

CONTRACTOR: SUDA, Inc./Delmer Almer

You are directed to make the following changes or do the following work not included in the Plans and Specifications on this contract.

Description of work to be done, estimate of quantities, and prices to be paid. Specify whether additional work is at contract price, agreed price, or force account. Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time.

Abandon 2 septic tanks at 12001 N. Thornton Road by breaking bottom and sides down 4 feet and filling with dirt. Broken concrete can be placed in tank area, but top 4 feet must be dirt.

		PERCENT OF CONTRACT
Original Contract Price	\$ -2,657.84	
Total Cost of This Change Order NOT TO EXCEED	\$ 1,130.00	42.5 %
Previous Change Orders	\$ -0-	
Total Cost of All Change Orders to Date	\$ 1,130.00	42.5 %
Contract Price, including all Change Orders, will be:	\$ -1,527.84	

Time of completion will be adjusted as follows: N/A

Submitted by Shaun Blaufus Date _____
Approval Recommended _____ Date _____
Approved, Public Works Director [Signature] Date 4-12-90
Approved, City Manager (if over 10% or \$25M) [Signature] Date 4/13/90

The undersigned contractor, having carefully considered the change proposed, agrees, if this proposal is approved, to provide all equipment, furnish all materials, except as otherwise noted above, perform all services necessary for the work above specified, and accept as full payment the prices shown above.

ACCEPTED: Date 4/13/90 Contractor [Signature]

By _____ Title _____

If the Contractor does not sign acceptance of this order, the Contractor should refer to Section 4-1.03A of the Standard Specifications regarding filing a written protest within the specified time.