

City of Willoughby Hills

Interoffice Memo

Date: October 24, 2013

To: Members of City Council

From: Frank J. Brichacek, Director of Finance *FJB*

Subject: Then and Now Purchase Order Certification – PO No. CT000373 Rosewood Trail Storm Pipe Extension Construction Project

The purpose of this memo is to request that City Council authorize a "Then and Now" certification of the modification of Purchase Order Number CT000373 in the amount of \$1,687.75 and to authorize payment of this amount. This request is necessary because the additional work on the Rosewood Trail Storm Pipe Extension Project was completed prior to a revised purchase being issued to authorize said work. As this situation described below is not unusual for a construction project and the work performed will alleviate a long-standing flooding and erosion issue suffered by the residents of this street, I am requesting that City Council approve a "Then and Now" certification so that we may proceed with issuing the revised Purchase Order and paying this vendors. If you have any questions, please do not hesitate to contact me.

R.L. Bowen and Company was authorized by the City to design the Rosewood Trail Storm Pipe Extension Project. This project was approved for full funding by the Lake County Stormwater Management Department. Before preparing any plans, the Engineer estimated that the construction cost of the project would be in the range of \$25,000. R.L. Bowen was authorized to proceed with the engineering design of the projects and to develop specifications for bidding.

Based upon their design of the project, the R.L. Bowen's estimated the project construction cost to be \$24,806.25. Using this estimate, the City Engineer solicited informal bids from contractors known to be qualified to do the type of work that the project required. On July 31, 2013 three bids were submitted based upon the City's specifications. After reviewing the three bids received, the Engineer recommended to the Mayor that the bid of Longo Construction be declared to be the lowest and best bid received and the contract be awarded to Longo.

Purchase Order Number CT000373 was issued on August 27, 2013 in the amount of \$24,417.75 to Longo Construction to finance the construction portion of the Rosewood Trail Storm Pipe Extension Project. During the course of construction, it was determined that the actual quantities needed to complete the contract varied from the quantities specified by the City. In order to allow the construction to continue without interruption and to complete the project before the start of the fall rains and to avoid the additional cost that stopping and restarting the project, the City Engineer authorized Longo to complete the project resulting in an additional cost of \$1,687.75. In addition prior to approving the change, the Engineer contacted the LCSMD to ensure that they would finance the cost of the additional work that was being proposed. The LCSMD approved funding for the work and the contractor was authorized to proceed. The change order is the result of the following needs discovered during construction:

- Item No. 2 Excavation & Embankment Work – The Engineer estimated that the project would require 15 cubic yards of earthwork. Actual construction required 16 CY at an additional cost of \$50.00.
- Item No. 3 Temporary Sediment and Erosion Control – None was required resulting in a savings of \$200.00.
- Item No. 7 Construction Layout Staking – The project did not require the work of a surveyor to layout the construction site resulting in a savings of \$200.00.
- Item No. 9 Site Restoration – The specifications anticipated that 50 square yards would have to be restored by reseeding, mulching, etc. The project actually required 130 of restoration work resulting in an additional cost of \$3,200.00.
- Item No. 10 Contingency – The specifications allowed for a 5% contingency or \$1,162.25.
- All additional work was completed at the unit cost rates bid by Longo Construction.

If you have any questions regarding this project, please do not hesitate to contact City Engineer Pietro DiFranco.

Attachments (2)

PURCHASE ORDER



CITY OF WILLOUGHBY HILLS

35405 CHARDON ROAD
 WILLOUGHBY HILLS, OHIO 44094
 PH (440) 946-1234 FAX (440) 975-3535

RESOLUTION NO. 2013-22
 EXHIBIT "A"
 PAGE 3 of 4

P.O. NUMBER CT000373
 REQ. NO. 020574
 P.O. DATE 08/27/13
 SHIP VIA
 TERMS NET ZERO

DELIVER TO:

CITY OF WILLOUGHBY HILLS
 35405 CHARDON RD
 WILLOUGHBY HILLS, OH 44094

NDOR #:

TO: LONGO CONSTRUCTION
 4197 GREENVALE DR
 SOUTH EUCLID, OH 44121

ACCOUNT NUMBER	AMOUNT
250.351.56100	\$26,105.50

TX ID NO. 34-6003085
 THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL BILLS AND PACKAGES.
 Material on this order is exempted from the Ohio Sales Tax and Federal Excise Taxes

QUANTITY	UNIT	DESCRIPTION	PRICE / UNIT	AMOUNT
1	EA	PROJECT #2013026 ROSEWOOD TRAIL STORM PIPE EXT PROJECT Account: IMPROVEMENTS Stormwater Mgmt Projects Improvements Extension of the Rosewood Trail Storm Pipe as specified in the bid dated September 1, 2013 and awarded August 26, 2013. See bid award for scope of work including labor, materials, quantities and unit prices. Contract price not to exceed: ***** 10/18/13 - PO REVISION Change Order No. 1 - Based Upon Final Quantities: ADDITIONS: Bid Item #2 - Excavation & Embarkment ODOT 203 15 cy estimated - 16 cy required	24417.75	\$24,417.75
80	EA	Bid Item #9 - ODOT 659 50 SY estimated - 130 SY required	40.00	\$3,200.00
-1	EA	DEDUCTIONS: Bid Item #3 - Temporary Sediment and Erosion Control - ODOT 207 1 LS estimated - none required	200.00	\$-200.00
-1	EA	Bid Item #7 - Construction Layout Staking - ODOT 623 1 LS estimated - none required CONTINUED	200.00	\$-200.00

It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certification, the amount listed on this document was appropriated for such contract or order and is in the treasury or in the process of collection to the credit of the funds listed on this document free from any previous encumbrances.

Director of Finance _____ Date _____ AUTHORIZED SIGNATURE _____

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QUANTITY	UNIT	DESCRIPTION	PRICE / UNIT	AMOUNT
-1	EA	Bid Item #10 - 5% Contingency TOTAL CHANGE ORDER NO. 1: \$1,687.75 REVISED PO TOTAL: \$26,105.50	1162.25	\$-1,162.25
			TOTAL:	\$26,105.50

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Director of Finance

DIRECTOR OF FINANCE
Date

AUTHORIZED SIGNATURE