



# WASHOE COUNTY

## COMMUNITY SERVICES DEPARTMENT

### CHANGE ORDER JUSTIFICATION

*This form must accompany any Board of County Commissioner change order request.*

Project: Lemmon Valley Wastewater Treatment Plant Emergency Bypass Pumping Project

Requested Change Order Amount: \$100,000

Requestor: Dylan Menes

Phone: 328-2054

Purchase Order #: 6500002715

Original PO Date: 7/18/2017

Original Board Approval Date & Agenda Item #: N/A

Contractor: Cashman Equipment Co.

#### Brief Description of the Change Order Requested:

Cashman Equipment Co. is currently under contract to provide emergency sewer bypass and treatment plant pumping operations for Lemmon Valley Waste Water Reclamation Facility (LVWWRf). This change order is for the continued funding of this contract to provide emergency pumping services.

*Please provide sufficient detail to clearly identify the reason(s) for this change order request. Attach additional information if necessary.*

#### 1. Why is this change required?

The existing Board of County Commissioners authorized emergency contract has been exhausted. Additional funds are needed to continue support of the Lemmon Valley Waste Water Reclamation Facility (LVWWRf) Emergency Bypass pumping operation.

#### 2. Why was the work required under this change order request not included in the original scope of work?

At the time of the original emergency contract a bypass for the sewer system was needed immediately. The complete scope of the effort to perform the bypass was not known and therefore, could not be priced exactly. Additionally, it was also not known what the weather and Swan Lake water elevation would be over time. The original estimate covered over a year of bypass and plant installation, pumping, and maintenance. The lake water elevation has not receded sufficiently to alleviate the need for bypass and plant pumping.

#### 3. How was the cost to perform the change order determined to be reasonable and/or consistent with overall contract pricing?

The change order is to continue rental of bypass equipment. The initial emergency contract informally solicited multiple pump vendors and Cashman was the only vendor that could provide immediate emergency responses to the critical sewer bypass flows.



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4. **Why is the County liable for the expense associated with this change order request?**

This change order continues funding of the rental of the bypass equipment which supports the operation of the LVWWRF. This is solely the expense of the Utilities division of the Community Services Division.

5. **Contractors/Subcontractors:**

The contractor recommended is the most suitable to perform the change order requested and the selection process is based on the following:

*Check all that apply.*

- ☒ (X) There is evidence that the change order assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.
- ☒ (X) The individual/company recommended is most suitable to perform the change order.
- ☐ ( ) A selection process was utilized to select the most qualified person.
- ☒ (X) The charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.

I understand that I may be required to justify this change order request before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Department Head Approval

\_\_\_\_\_  
Print Name



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