

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT CONTRACT CHANGE ORDER Page 1 of 2		Date:	November 6, 2015
		Project:	Government Center Building
		Location:	200 East Main Street
To (Contractor): Wilhite Limited, Inc. 2309 Frankfort Ct. Lexington, KY 40510	Contract No.	PO#LF00131150	
	Original Contract Amt.	\$19,850.00	
	Cumulative Amount of Previous Change Orders	\$0.00	
	Percent Change - Previous Change Orders	0.00%	
	Total Contract Amount Prior to this Change Order	\$19,850.00	
	Change Order No.	1	
You are hereby requested to comply with the following changes from the contract plans and specification:			
Current Change Order			
Item No.	Description of changes-quantities, unit prices, change in completion date, etc.	Decrease in contract price	Increase in contract price
1	Transport boilers to/from the penthouse during weekend hours	\$0.00	\$3,000.00
	Total decrease	\$0.00	
	Total increase		\$3,000.00
	Net Amount of this Change Order	\$3,000.00	
	New Contract Amount Including this Change Order	\$22,850.00	
	Percent Change - This Change Order		15.11%
	Percent Change - All Change Orders		15.11%
The time provided for the completion in the contract and all provisions of the contract will apply hereto.			
Recommended by		(Proj. Mgr.)	Date 11/9/15
Accepted by		(Contractor)	Date 11/9/15
Approved by		(Director)	Date 11-9-15
Approved by		(Commissioner)	Date 11-9-15
Approved by		(Mayor or CAO)	Date 23-Dec-15

**LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
CONTRACT CHANGE ORDER**
Page 1 of 2

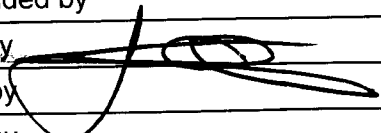
Date:	November 6, 2015	
Project:	Government Center Building	
Location:	200 East Main Street	
Contract No.	PO#LF00131150	
Original Contract Amt.	\$19,850.00	
Cumulative Amount of Previous Change Orders	\$0.00	
Percent Change - Previous Change Orders		0.00%
Total Contract Amount Prior to this Change Order	\$19,850.00	
Change Order No.	1	

You are hereby requested to comply with the following changes from the contract plans and specification;

Current Change Order

Item No.	Description of changes-quantities, unit prices, change in completion date, etc.	Decrease in contract price	Increase in contract price	
1	Transport boilers to/from the penthouse during weekend hours	\$0.00	\$3,000.00	
	Total decrease	\$0.00		
	Total increase		\$3,000.00	
	Net Amount of this Change Order	\$3,000.00		
	New Contract Amount Including this Change Order	\$22,850.00		
	Percent Change - This Change Order			15.11%
	Percent Change - All Change Orders			15.11%

The time provided for the completion in the contract and all provisions of the contract will apply hereto.

Recommended by	(Proj. Mgr.)	Date
Accepted by 	(Contractor)	Date 11/15/15
Approved by	(Director)	Date
Approved by	(Commissioner)	Date
Approved by	(Mayor or CAO)	Date

JUSTIFICATION FOR CHANGE

PROJECT: Government Center Building boilers

CONTRACT NO. PO#LF00131150

CHANGE ORDER: 1

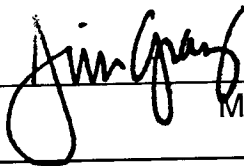
1. Necessity for change: To minimize disruption and for the safety of the occupants in the Government Center, Wilhite has been asked to transport boilers to/from the penthouse during weekend hours for \$3,000.00

2. Is proposed change an alternate bid? ___ Yes X No
3. Will proposed change alter the physical size of the project? ___ Yes X No
If "Yes", explain.

4. Effect of this change on other prime contractors: N/A

5. Has consent of surety been obtained? ___ Yes X Not Necessary
6. Will this change affect expiration or extent of insurance coverage? ___ Yes X No
If "Yes", will the policies be extended? ___ Yes ___ No
7. Effect on operation and maintenance costs: N/A

8. Effect on contract completion date: N/A



Mayor

23-DEC-15
Date



2309 Frankfort Ct. - Lexington, Kentucky 40510
- Phone: (859) 233-4080 - Fax: (859) 233-7669

September 1, 2015

BUDGET PROPOSAL

Cunningham's Consulting Services
Attn: Roger Cunningham
Lexington, KY

Re: Boiler Replacement @ Lexington Fayette Urban County Government Building – Main St.

We propose to provide equipment & labor to complete the following separate tasks associated with the replacement of the boilers presently located on the 13th floor of the LFUCG Building on Main Street per my on-site discussions with Lewis of LFUCG on Monday, August 17th. All work will occur during normal weekday working hours. We are assuming that this is a non-prevailing wage project.

- a) Dismantle + lie over + transport down two flights (9 risers each) of stairs w/landings the four existing vertical boilers (1A + 1B + 1C + 1D @ approximately 71 ½" tall x 30" deep x 28" wide) to the 12th floor elevator for transporting to the ground floor so to allow disposal by WLI personnel and/or others. The disconnection of all existing piping + gas + electrical + etc.... will be handled by others. In other words, when we arrive on site, the boilers will be ready for dismantling/transporting/disposal by WLI personnel.
- b) Receive + store + haul to the jobsite + transport to the 12th floor by means of the service elevator + transport up the stairs to the 13th floor mechanical room the three new 1,500 lb. boilers (exact equipment specifications & dimensions are unknown at this time). The attachment of all utilities + piping + electrical + duct work + final equipment alignment + etc... associated with the new boilers will be handled by others, not WLI personnel.

Other contractors and/or LFUCG personnel will also handle all work associated with 1) equipment pad enlargement if deemed necessary 2) handle all temporary cloth padding/protection within & atop the elevator walls 3) the draining of all fluids & contaminates from within the existing boilers and 4) all internal blocking required within the new boilers in order to prevent damage when laying over which is required due to height & width access restrictions (this said blocking should be manufacturer installed so as to not terminate warranties of the equipment).

Please keep in mind that we intend to permanently install lifting eyes within the stairwell required to safely assist WLI personnel in the laying over of all equipment due to stairwell & passage door & stair landing restrictions (i.e. – minimal height + narrow stairs only 37" wide x 84 ½" deep + tight landings (32" max clearance from rail post to floor mounted radiator) + etc....) which all in turn all make the maneuvering & shifting of all equipment very difficult.



2309 Frankfort Ct. - Lexington, Kentucky 40510
- Phone: (859) 233-4080 - Fax: (859) 233-7669

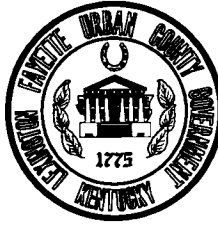
Additional project exclusions include bonding, floor & wall protection throughout the building in regards to our pre-designated route-of-passage with all equipment, temporary walls/barricades/partitions, the removal of all contaminates within the old boilers which could make disposal difficult, wall & floor openings if deemed necessary, passage door removal & enlargement if deemed necessary, the temporary disconnection + removal + relocation of existing equipment within the mechanical room found to interfere with our required route-of-passage, permits, inspections, tests/surveys and engineering.

Budget “Boiler Replacement” Price = \$19,850.00

****NOTE****

- 1) We expect to have the opportunity to adjust our aforementioned “Budget Contract Price” up or down once we receive all equipment specifications. Furthermore, any & all changes which differ from my assumptions will have an effect on our said replacement price.
- 2) If work were to be completed on the weekend, please add an additional \$3,000.00 onto the original boiler replacement price.

We appreciate the opportunity to quote this project.




Lexington-Fayette Urban County Government
DEPARTMENT OF GENERAL SERVICES

Jim Gray
Mayor

Geoff Reed
Commissioner

TO: Mayor Jim Gray
Urban County Council

FROM: 
Geoff Reed, Commissioner, General Services

CC: Jamshid Baradaran, Director, Facilities and Fleet Management
Jessica Walker, Administrative Officer, General Services
Sandra Lopez, Administrative Officer, General Services

DATE: November 6, 2015

SUBJECT: Request Council Authorization to Execute Change Order #1 with Wilhite Limited, Inc. in the amount of \$3,000.00 for the rigging of new boilers in the Government Center Building under PO#LF00131150. The new contract amount including this change order is \$22,850.00.

Request

Authorization to: Request Council Authorization to Execute Change Order #1 with Wilhite Limited, Inc. in the amount of \$3,000.00 for the rigging of new boilers in the Government Center Building under PO#LF00131150. The new contract amount including this change order is \$22,850.00.

Why are you requesting? To minimize disruption and for the safety of the occupants in the Government Center, Wilhite has been asked to transport boilers to/from the penthouse during weekend hours.

Department needs this action completed because: To adjust the contract for weekend labor rates.

What is the cost in this budget year and future budget years?

The cost for this FY is: \$3,000.00

The cost for future FY is: N/A

Are the funds budgeted?

The funds are budgeted or a budget amendment is in process: Budgeted



Lexington-Fayette Urban County Government
DEPARTMENT OF GENERAL SERVICES

Jim Gray
Mayor

Geoff Reed
Commissioner

Account number:

FUND	DEPT ID	SECTION	ACCOUNT	SITE	BUDGET REF	AMOUNT
2604	707201	0001	76101		2015	\$3,000.00

File Number: PO#LF00131150

Director/Commissioner: Geoff Reed, Commissioner, General Services
Jamshid Baradaran, Director, Facilities and Fleet Management



JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

Sole Source Purchases are defined clearly, based upon a legitimate need, and are limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and/or cost effective feature requirement. The use of sole source purchases must be justified and shall be limited only to those specific instances in which compatibility or technical performance needs are being satisfied.

Sole Source Services are defined as a service provider providing technical expertise of such a unique nature that the service provider is clearly and justifiably the only practicable source available to provide the service. The justification shall be based on the uniqueness of the service, sole availability at the location required, or warranty or defect correction service obligations of the service provider.

This form must be filled out for the request to purchase any good or non-professional service that requires a competitive procurement process (informal quotes (\$1001-\$10,000), formal quotes (\$10,001 - \$19,999.99), or formal bid (\$20,000 or more) as defined in the LFUCG's Purchasing Manual. This form must be completed in its entirety and attached to the purchase requisition.

Note: Sole Source Purchase requests for goods exceeding \$20,000 will require approval by the Urban County Council by submitting an Administrative Review Form. A copy of this form must be signed off by Central Purchasing and attached to the Administrative Review Form.

Requesting Division

Name Louis Weckerling Division/Dept General Services

Phone 859-285-9254 Email lweckerl@lexingtonky.gov

Type of Purchase: Goods/Materials/Equipment Services

Cost: \$19,850.00

Sole Source Request for the Purchase of: Boiler Storage, Rigging and Transport to the 13th floor Penthouse Mechanical Room

One Time Purchase To Establish Sole Source Provider Contract
(subject to annual review and approval by Central Purchasing and/or Urban County Council)

Vendor Information

Business Name Wilhite

Contact Name Jim Wilhite

Address 2309 Wilhite Court

Phone 859-233-4080 Email jwilhite@wilhitelimited

STATEMENT OF NEED: (Add additional pages as needed)



JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

My division/department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the LFUCG. I know of no conflict of interest on my part, and I have no personal involvement in any way with this request. No gratuities, favors, or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, persons or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

1. Describe the product or service and list the necessary features this product provides that are not available from any other option.

LFUCG is ordering two boilers weighing over 2000 Pounds each. Wilhite has the ability to store and handle these heavy boilers.

2. Below are eligible reasons for sole source. Check one and describe.

Licensed or patented product or service. No other vendor provides this. Warranty or defect correction service obligations to the consultant. Describe why it is mandatory to use this licensed or patented product or service.

Existing LFUCG equipment, inventory, custom-built information system, custom-built data inventory system, or similar products or programs. Describe. If product is off-the-shelf, list efforts to find other vendors (i.e. web site search, contacting the manufacturer to see if other dealers are available to service this region, etc.)

Uniqueness of the service. Describe.
Wilhite has the ability to handle and store these heavy boilers. LFUCG does not have that ability.

The LFUCG has established a standard for this manufacturer, supplier, or provider and there is only one vendor. Attach documentation from manufacturer to confirm that only one dealer provides the product.

Factory-authorized warranty service available only from this single dealer. Sole availability at the location required. Describe.

Used item with bargain price (describe what a new item would cost). Describe.

Other – The above reasons are the most common and established causes for an eligible sole source. If you have a different reason, please describe:

-



JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

3. Describe efforts to find other vendors or consultants (i.e. phone inquires, web site search, contacting the manufacturer to see if other dealers are available to service region, etc.).

4. How was the price offered determined to be fair and reasonable?
(Explain what the basis was for comparison and include cost analyses as applicable.)

5. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.



2309 Frankfort Ct. - Lexington, Kentucky 40510
- Phone: (859) 233-4080 - Fax: (859) 233-7669

September 1, 2015

BUDGET PROPOSAL

Cunningham's Consulting Services
Attn: Roger Cunningham
Lexington, KY

Re: Boiler Replacement @ Lexington Fayette Urban County Government Building – Main St.

We propose to provide equipment & labor to complete the following separate tasks associated with the replacement of the boilers presently located on the 13th floor of the LFUCG Building on Main Street per my on-site discussions with Lewis of LFUCG on Monday, August 17th. All work will occur during normal weekday working hours. We are assuming that this is a non-prevailing wage project.

- a) Dismantle + lie over + transport down two flights (9 risers each) of stairs w/landings the four existing vertical boilers (1A + 1B + 1C + 1D @ approximately 71 ½" tall x 30" deep x 28" wide) to the 12th floor elevator for transporting to the ground floor so to allow disposal by WLI personnel and/or others. The disconnection of all existing piping + gas + electrical + etc.... will be handled by others. In other words, when we arrive on site, the boilers will be ready for dismantling/transporting/disposal by WLI personnel.
- b) Receive + store + haul to the jobsite + transport to the 12th floor by means of the service elevator + transport up the stairs to the 13th floor mechanical room the three new 1,500 lb. boilers (exact equipment specifications & dimensions are unknown at this time). The attachment of all utilities + piping + electrical + duct work + final equipment alignment + etc... associated with the new boilers will be handled by others, not WLI personnel.

Other contractors and/or LFUCG personnel will also handle all work associated with 1) equipment pad enlargement if deemed necessary 2) handle all temporary cloth padding/protection within & atop the elevator walls 3) the draining of all fluids & contaminates from within the existing boilers and 4) all internal blocking required within the new boilers in order to prevent damage when laying over which is required due to height & width access restrictions (this said blocking should be manufacturer installed so as to not terminate warranties of the equipment).

Please keep in mind that we intend to permanently install lifting eyes within the stairwell required to safely assist WLI personnel in the laying over of all equipment due to stairwell & passage door & stair landing restrictions (i.e. – minimal height + narrow stairs only 37" wide x 84 ½" deep + tight landings (32" max clearance from rail post to floor mounted radiator) + etc....) which all in turn all make the maneuvering & shifting of all equipment very difficult.



2309 Frankfort Ct. - Lexington, Kentucky 40510
- Phone: (859) 233-4080 - Fax: (859) 233-7669

Additional project exclusions include bonding, floor & wall protection throughout the building in regards to our pre-designated route-of-passage with all equipment, temporary walls/barricades/partitions, the removal of all contaminants within the old boilers which could make disposal difficult, wall & floor openings if deemed necessary, passage door removal & enlargement if deemed necessary, the temporary disconnection + removal + relocation of existing equipment within the mechanical room found to interfere with our required route-of-passage, permits, inspections, tests/surveys and engineering.

Budget "Boiler Replacement" Price = \$19,850.00

****NOTE****

- 1) We expect to have the opportunity to adjust our aforementioned "Budget Contract Price" up or down once we receive all equipment specifications. Furthermore, any & all changes which differ from my assumptions, will have an effect on our said replacement price.

We appreciate the opportunity to quote this project.

Lexington-Fayette Urban County Government Purchase Order



CHANGE ORDER - REPRINT		PO: LF00131150
Dispatch via Print		
Date	Revision	Page
09/30/2015	11/24/2015	1
Payment Terms	Freight Terms	
Net 30	FOB Destination Prepaid & Add	
Buyer	Phone	
Stone, Sondra		
Ship To:	200 E Main Street Lexington KY 40507 United States General Services Offices/areas	Bill To: 200 E Main Street Lexington KY 40507 United States

Vendor: 0000003913
 WILHITE LIMITED INC
 2309 FRANKFORT CT
 LEXINGTON KY 40510-9615

Tax Exempt? Y	Tax Exempt ID: CT-34-100	Replenishment Option: Standard				
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt

1- 1	GC 13th Floor - Delivery & removal of boilers in Penthouse area. ** Requester: Lopez, Sandra Phone: 859/258-3920 **		1.00	LOT	19,850.00	19,850.00	10/07/2015
------	--	--	------	-----	-----------	-----------	------------

Schedule Total 19,850.00

<< Sole Source: provide rigging and transport to the Penthouse for removal of 4 old boilers and delivery of 2 new boilers. Scope of work and price per proposal dated 9/1/15. Contact Louis Weckerling at 859-285-9254 with questions. >>

Item Total 19,850.00

2- 1	LF131150 CO#1 Rigging of new boilers for Govt Center. R742-2015 ** Requester: Lopez, Sandra Phone: 859/258-3920 **		1.00	DOL	3,000.00	3,000.00	12/01/2015
------	--	--	------	-----	----------	----------	------------

Schedule Total 3,000.00

<< Scope of work and price per File# 1419-15 Legistar. Contact Louis Weckerling at 859-285-9254 with questions. >>

Item Total 3,000.00

Total PO Amount 22,850.00

Authorized Signature

Sandra Lopez

Lexington-Fayette Urban County Government Purchase Order



PO: LF00131150
Dispatch via Print

CHANGE ORDER - REPRINT

Date	Revision	Page
09/30/2015	11/24/2015	2
Payment Terms	Freight Terms	
Net 30	FOB Destination Prepaid & Add	
Buyer	Phone	
Stone, Sondra		

Ship To:	200 E Main Street Lexington KY 40507 United States General Services Offices/areas	Bill To:	200 E Main Street Lexington KY 40507 United States
-----------------	--	-----------------	--

Vendor: 000003913
WILHITE LIMITED INC
2309 FRANKFORT CT
LEXINGTON KY 40510-9615

Tax Exempt? Y	Tax Exempt ID: CT-34-100	Replenishment Option: Standard					
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date

By authority of the Division of Central Purchasing of the Lexington-Fayette Urban County Government, you are hereby requested to furnish the items/services as set forth in this document. Ship and invoice in accordance with the instruction, terms, and conditions herein. The signed official authorizes the entry of the order and certifies that funds are available.

1. Address shipment exactly as shown in 'SHIP TO' address above. Shipments must be sent FOB Destination Prepaid & Added.
2. When all items have been shipped submit your invoice directly to the Division of Accounting, 200 East Main Street, Lexington, KY 40507 (859) 258-3310
3. Payments cannot be authorized for partial shipments, except for blanket purchase orders.
4. Do not include Kentucky Sales Tax; Exemption Certificate No. CT-34-100 applies.
5. All merchandise supplied to the government must fully comply with OSHA standards.
6. Vendor shall provide two copies of Material Safety Data Sheet - MSDS - on material covered by OSHA Standard 1910-1200 and confirm it is asbestos free as a condition of purchase.
7. LFUCG may assess administrative fees for invoices not issued in a timely manner.
8. LFUCG will make all reasonable efforts to pay outstanding invoices within thirty (30) days of receipt. Vendor may impose late payment charges not to exceed one per cent per month to outstanding balances which are not paid within thirty days. However, vendor agrees that in circumstances beyond the direct control of the Urban County Government (such as required review of payments by external agencies), in cases where an invoice is disputed, or in cases of improper invoicing by the vendor no such penalty shall be imposed. Vendor also agrees that, in the case of partial shipments and/or backordered items, no penalty shall be assessed until thirty (30) days after receipt of invoice for the completed order.

Authorized Signature