

# AGENDA STAFF REPORT

MEETING NAME: SPECIAL BOARD MEETING

MEETING DATE(S): JUNE 12 & 16, 2025

FROM: DANNY FRIEND – DIRECTOR OF OPERATIONS

FOR: ACTION X DIRECTION \_\_\_\_\_ INFORMATION \_\_\_\_\_



## APPROVE CHANGE ORDER NO. 2 WITH SOUTH WEST PUMP AND DRILLING, INC., FOR THE ON-CALL WELL AND BOOSTER MAINTENANCE AND REPAIR SERVICES CONTRACT AND AUGMENTATION OF THE CAPITAL BUDGET

### STAFF RECOMMENDATION

Authorize the General Manager to approve Change Order No. 2 with South West Pump and Drilling, Inc. (SWPD) for the On-Call Well and Booster Maintenance and Repair Services contract. This change order will increase the contract amount by \$78,725.66, which includes a 10% contingency, revising the total contract amount from \$197,549 to a not-to-exceed amount of \$276,274.66. Staff also recommends augmenting the capital budget by \$88,000 and authorizing the General Manager to do all the things necessary to complete the project.

### SUMMARY

The District currently has three contractors under on-call contracts for well and booster maintenance and repair services. These contracts cover repairs and routine and preventative maintenance for our well and booster station pumps and motors. Well 24 requires emergency repairs due to a pump failure causing excessive vibrations. With warmer weather and increased water demand, fixing this critical infrastructure now is essential to avoid water service disruptions; it cannot wait until the new fiscal year. SWPD submitted the attached proposal to install a new pump/bowl assembly and the existing column pipe and line shafting. This necessary work will exceed the current contract amount.

### ANALYSIS

At the February 2022, Board Meeting, SWPD was awarded a contract for well and booster maintenance and repair services. The initial term of the contract was for one year with the option to extend the agreement for up to three (3) additional one-year terms. Change Order No. 2 increases the current contract amount and is recommended to enable staff to complete the Well 24 repair work.

### FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The cost for all work authorized under this contract is included within various approved operating and capital budgets. The expenses for Change Order No. 2 will be covered specifically by the capital budget augmentation requested with this action. This action aligns with Strategic Plan Goal 4.3 – Maintain and renew assets while facilitating strategic Capital Improvements.

### ATTACHMENTS

Change Order No. 2 and Proposal  
Orig. Contract with Payment Tracking

| FINANCIAL DATA  |   |  |
|---|---|--|
| Cost Associated with this action:   | \$88,000                                |  |
| Current FY cost:  | \$80,000                                |  |
| Future FY cost:   | \$8,000                                 |  |
| Is it covered in current year budget:   | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |
| Budget adjustment needed:   | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| If yes, year needed:  | FY2025                                  |  |
| All previous contracts including dates, amounts and board approvals are attached or have been made available. |   |  |
| FUNDING SOURCES   |   |  |
| Source of funds:  | Capital 201 Fund                        |  |
| BID/Job#  | TBD                                     |  |
| Current BID/Job balance   | \$0                                     |  |
| Balance remaining if approved:  | \$88,000                                |  |