

**Carson City Board of Supervisors  
Agenda Report**

**Date Submitted:** February 22, 2011

**Agenda Date Requested:** March 3, 2011  
**Time Requested:** Consent  
**Labor Commissioner PWP #** CC-2010-396

**To:** Mayor and Supervisors  
**From:** Purchasing and Contracts

**Subject Title:** Action to accept the Work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$56,936.00 for Contract No. 1011-073 titled Carson City Public Works Solar Photovoltaic System to Reliant Electric. (*Sandy Scott-Fisher*)

**Staff Summary:** The Solar Photovoltaic System project consisted of installing a complete and turnkey Solar Photovoltaic System at the Public Works Facility, including: furnishing the solar photovoltaic array including solar panels, conduit, and solar panel racking system on the Truck Shed roof; installing the inverter, bollards, and shaded enclosure adjacent to the Truck Shed; installing wiring in the existing conduits tracing back to the main switchgear; installing the electric net meter and other necessary appurtenances; installing a data acquisition system and displays at the Public Works and City Hall lobbies; and coordinating interconnection activities with the local utility company.

**Type of Action Requested:** (check one)

Resolution                       Ordinance  
 Formal Action/Motion    Other (Specify)

**Recommended Board Action:** I move to accept the Work as completed, to accept the Contract Summary as presented, and to approve the Release of Final Payment in the amount of \$56,936.00 for Contract No. 1011-073 titled Carson City Public Works Solar Photovoltaic System to Reliant Electric. (*Sandy Scott-Fisher*)

**Explanation for Recommended Board Action:** Project is complete and contractor is entitled to final payment.

**Applicable Statute, Code, Policy, Rule or Policy:** Final payment approval by the Carson City Board of Supervisors is an internal requirement. NRS 338 requires that payment be made within 30 days from the completion of work or interest must be paid to the contractor.

**Fiscal Impact:** No additional impact.

**Explanation of Impact:** Funding was approved in a prior Commission Action.

**Engineers Estimate:** \$600,000.00

**Project Cost:**

Bid Award	\$559,730.00
Change Orders	\$ 9,905.23
Total Project Cost	\$569,635.23




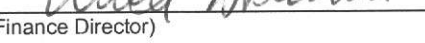
**Funding Source:** Funding was approved in a prior Commission Action.

**Prior Board Funding:** Bid was awarded on August 19, 2010 in the amount of \$559,730.00 with a contingency amount of \$40,270.00.

**Alternatives:** Provide other direction pursuant to Board Action

**Supporting Material:** Memo from Project Manager and Approved Change Orders

**Prepared By:** Sandy Scott-Fisher, Purchasing and Contracts Coordinator

**Reviewed By:**  Date: 2-18-11  
(Public Works)  
 Date: 2/24/11  
(City Manager)  
 Date: 2/18/11  
(District Attorney)  
 Date: 2/18/11  
(Finance Director)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



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**CARSON CITY, NEVADA**

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**CONSOLIDATED MUNICIPALITY AND STATE CAPITAL**

**M E M O R A N D U M**

**Date:** February 10, 2011

**To:** Sandy Scott-Fisher, Contract Coordinator

**From:** Kim Belt, Capital Program Manager

**Subject:** Carson City Public Works Solar Photovoltaic System  
Contract No. 1011-073 Project No. 2.0805  
**Completion of Contract Work**

This is to advise you that all work required for the subject contract has been satisfactorily completed. Please prepare the necessary actions to release the final payment for this contract. There were three (3) Change Orders on this project as summarized below:

C.O. #1 This Change Order was for the purchase and installation of (2) 60KW Solectria inverters.

Cost to the City = \$11,834.50

C.O. #2 This Change Order was for the installation of an inverter pad.

Cost to the City = \$5,105.79

C.O. #3 This Change Order was for the installation of properly sized feeder wire.

Cost to the City = -\$7,035.06

The net effect of the above Change Orders was an increase in the total contract amount of \$9,905.23.

## CARSON CITY CONTRACTS CHANGE ORDER No. 1

Contract No. 1011-073  
Project Title: Carson City Public Works Solar Photovoltaic Project Project File No. 2.0805

The Contractor is hereby authorized to make the following changes to the Scope of Work for the referenced contract, subject to the provisions of the contract documents:

Item #1: This Change Order is initiated by the City to provide for modifications made to the plans to adjust for the purchase and installation of inverters all as described in Attachment No. 1.

Justification: Contract documents allow the City to make adjustments to the contract.

Requested By: City

Item #1: ~~Increases / Decreases / Does not change~~ the Contract Sum by: \$11,834.50

Item #1: ~~Increases / Decreases / Does not change~~ the Contract Term by: -0- Calendar days

**SUMMARY**

1	Original Contract Sum	\$	559,730.00	
2	Net change by previously approved Change Orders	\$	-0-	
3	Contract Sum prior to this Change Order	\$	559,730.00	
4	Contract Sum will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$	11,834.50	
5	Revised Contract Sum including this Change Order	\$	571,564.50	
6	Contract term prior to this Change Order		60	Calendar days
7	Contract Term will be (increased) (decreased) (unchanged) by:		-0-	Calendar days
8	Revised number of days to complete the contract		60	Calendar days
9	Revised date of Completion by this Change Order		November 30, 2010	

**Not valid until signed by Contracts, Contractor, and Project Manager.**

This change authorization constitutes full and complete compensation for all labor, equipment, materials, overhead, profit, any and all indirect costs, and time adjustment to perform the above described change. All other costs are non-compensable.

**CONTRACTS**  
City of Carson City

By: 

Printed Name: Dawn L White

Title: Management Staff III

Date: 1-12-11

**CONTRACTOR**

By: 

Printed Name: Kyle Gardella

Title: President

Date: 1/10/11

**PROJECT MANAGER**

By: 

Printed Name: Kim Belt

Title: Capital Program Manager

Date: 1/12/11

## CARSON CITY CONTRACTS CHANGE ORDER No. 2

Contract No. 1011-073  
Project Title: Carson City Public Works Solar Photovoltaic Project Project File No. 2.0805

The Contractor is hereby authorized to make the following changes to the Scope of Work for the referenced contract, subject to the provisions of the contract documents:

Item #: 1. This Change Order is initiated by the City to provide for modifications made to the plans to adjust for the installation of concrete inverter pad all as described in Attachment No. 1.

Justification: Contract documents allow the City to make adjustments to the contract.

Requested By: City

Item #: 1: ~~Increases /Decreases/ Does not change~~ the Contract Sum by: \$5,105.79

Item #: 1: ~~Increases /Decreases/ Does not change~~ the Contract Term by: -0- Calendar days

**SUMMARY**

1	Original Contract Sum	\$	559,730.00
2	Net change by previously approved Change Orders	\$	11,834.50
3	Contract Sum prior to this Change Order	\$	571,564.50
4	Contract Sum will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$	5,105.79
5	Revised Contract Sum including this Change Order	\$	576,670.29
6	Contract term prior to this Change Order	60	Calendar days
7	Contract Term will be (increased) (decreased) (unchanged) by:	-0-	Calendar days
8	Revised number of days to complete the contract	60	Calendar days
9	Revised date of Completion by this Change Order		November 30, 2010

**Not valid until signed by Contracts, Contractor, and Project Manager.**

This change authorization constitutes full and complete compensation for all labor, equipment, materials, overhead, profit, any and all indirect costs, and time adjustment to perform the above described change. All other costs are non-compensable.

**CONTRACTS**  
City of Carson City  
By: [Signature]  
Printed Name: Shawn White  
Title: Management Dept III  
Date: 1-12-11

**CONTRACTOR**  
By: [Signature]  
Printed Name: Kyle Gardella  
Title: President  
Date: 1/10/11

**PROJECT MANAGER**  
By: [Signature]  
Printed Name: Kim Belt  
Title: Capital Program Manager  
Date: 1/12/11