



# City of Galveston

## FLEET FACILITIES STAFF REPORT

Staff Report

January 8, 2020

Brian Maxwell, City Manager  
Honorable Mayor and City Council Members

**Subject:** Consider for the approval of the change order (#1) totaling \$3,578.56 to All Tech Fuel Systems for additional work required for the system upgrade to the automated fueling system located at 2800 Santa Fe Place (Trolley Barn), which was previously awarded under RFP 19-08A. The original approved amount was \$45,907.36. The total project cost with this change order will be \$49,485.92. (7.8%)

### **I. Background**

- A. The trolley barn has one 10,000 gallon underground storage tank (UST) utilized for diesel fueling which has been out of service since Hurricane Ike. There is a FEMA PW (IT-104) that covers some of these items.
- B. TCEQ has upgraded the requirements for the operation of UST's exceeding 5,000 gallons in 2015 and 2018. This tank falls under the new regulations and requires highly sensitive probes in the tank. It also requires a Class B operator's certification.
- C. A request for proposals was created (RFP 19-08A) for the upgrades to the fueling delivery system which was awarded to All Tech Fuel Systems.
- D. The scope of work included tank and fuel line testing, replacement of the existing dispenser, new fuel force controller, automatic tank gauge system and tanks probes, and final testing and startup.
- E. The project award was \$45,907.36 that was previously approved by the City Council.
- F. Unforeseen Conditions - All Tech Fuel Systems has completed the project but an underground electrical short to the tank was located, and will have to be repaired. The repair will include the breakout of concrete and the replacement of underground conduit and wiring plus the installation of a junction box.





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- G. All Tech Fuel Systems has requested a change order for an additional \$3,578.56. This work has not been performed (pending approval from City Council).

### II. Current Situation

The City Council will have to consider approving the change order.

### III. Alternatives in order of priority

A. Approve the change order.

1. Cost - Added \$3,578.56 totaling \$49,485.92.
2. Timing - As soon as possible.
3. Departmental Improvements - Will provide needed funding to complete the project properly.

B. Do not approve the change order.

1. Cost - No additional cost at this time.
2. Timing - Repairs will not be completed.
3. Departmental Improvements - The project will lack the necessary funding to be completed.

### IV. Recommendation

*Concur in Alternative A; approve* the change order (#1) totaling \$3,578.56 to All Tech Fuel Systems for additional work required for the system upgrade to the automated fueling system located at 2800 Santa Fe Place (Trolley Barn), which was previously awarded under RFP 19-08A. The original approved amount was \$45,907.36. The total project cost with this change order will be \$49,485.92. (7.8%)

### V. Fiscal Impact Report

Requested by

David Smith  
Executive Director





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Cost	Additional \$3,578.56 totaling \$49,485.92
Funding Source	FEMA Eligible Convention Center Surplus Fund
Savings Estimation	N/A

### VI. Environmental Impact

All listed items are required by TCEQ regulations for underground storage tanks in order to reduce the chance of a fluid release into the environment.

Respectfully Submitted,

David Smith  
Executive Director



# REQUEST FOR CHANGE ORDER to SIGNED CONTRACT



**Project/Contract:** City of Galveston

**Change Order No:** 001

**Change Description:** Existing Damaged Electrical

**Total Amount of  
This Change  
Order:** \$ 3,578.56

**Location:** RFP #19-08 Trolley Fuel System Repair  
**Address:** 2800 Santa Fe Place  
**City/State/Zip:** Galveston, Texas  
**Contact:** Purchasing

**SELLER requests authorization to make the following changes to the above referenced contract:**

All-Tech Fuel Systems (ATFS) will sawcut and breakout concrete underneath the new dispenser to unearth the existing conduit that has rusted out and is currently broken. ATFS will replace the conduit back to the existing underground PVC or rigid steel that is not damaged. ATFS will extend existing wire through new conduit to a new junction box that will be installed. This is for the conduit going from the tank to the dispenser from what ATFS can tell on-site.

Conduit and Junction box	+	\$512.56	
Breakout concrete / Sawcut	+	\$750.00	Includes equip rentals
Labor	+	\$1,500.00	
Compact excavated soil & pour back new concrete	+	\$816.00	
<b>Total</b>	<b>= +</b>	<b>\$3,578.56</b>	

<b>Original Contract Amount.....</b>	<b>\$</b>	<b>45,907.36</b>
<b>Net Change for any Previous Change Orders.....</b>	<b>\$</b>	<b>-</b>
<b>Contract Total Prior to this Change Order.....</b>	<b>\$</b>	<b>45,907.36</b>
<b>Contract Total will be (Increased) by this Change Order.....</b>	<b>\$</b>	<b>3,578.56</b>
<b>The New Contract Total, Including this Change Order will be.....</b>	<b>\$</b>	<b>49,485.92</b>
<b>The Contract Time for Job Completion will be (Increased) by.....</b>		<b>5 days</b>

**Acceptance:** This Change Order Request, when signed and accepted by both the **BUYER** and **SELLER** will constitute a bona fide addendum to the original contract referenced above, subject to all terms and conditions of the original contract and to the approval of the **SELLER** (credit manager, sales manager, executive officer, etc.). It is expressly agreed that there are no promises, agreements or understandings, oral or written, not specified in this contract. No waiver, alteration or modification of the terms and conditions of this contract shall be binding unless in writing and signed by the **SELLER's** (sales manager, executive officer, etc.)

Acceptance by mail shall be effective as an acceptance only when actually received by the Seller.

**Customer signature below indicates his/her agreement and acceptance of all changes on this request.**

\_\_\_\_\_  
City of Galveston

\_\_\_\_\_  
For:  
All-Tech Fuel Systems, LLC

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Signature

\_\_\_\_\_  
Signature

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Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

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City/State/ZIP Code

\_\_\_\_\_  
Date

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Date