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west virginia department of environmental protection

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Division of Water and Waste Management  
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Harold D. Ward, Cabinet Secretary  
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**MEMORANDUM**

**TO:** Katheryn Emery, P.E., Director, DWWM

**FROM:** Corey McComas, DWWM

**DATE:** April 12, 2023

**SUBJECT:** Town of Albright  
IJDC No. 2019S-1786  
WWTP Upgrades and Coll. Sys. Improvements  
Use of Contingency Request

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**RECOMMENDATION**

The Use of Contingency Request from the Town of Albright, as stated in an e-mail from the Engineer dated March 28, 2023, and from a letter submitted to the IJDC dated April 4, 2023, is for multiple items to operate and maintain the treatment works. The total cost of \$27,616.00 would expend a portion of the remaining \$60,000.00 remaining in the construction line item. This has been reviewed and is not technically feasible.

**DISCUSSION**

The following items a part of this request:

1. Transfer Pump	\$1,872.05	5. Flood Light	\$125.98
2. Generators	\$5,568.00	6. Office Equipment	\$8,348.64
3. Gas Monitor	\$2,713.00	7. Mark-up	\$3,602.08
4. Extraction System	\$5,356.25		

See the included information for specifics and justifications.

## QUESTIONS/COMMENTS

- Submit a final quantity adjusting CO prior to the requested CO. This will make sure that all original scope of work costs are addressed. If a final quantity adjustment isn't required, then provide justification.
- Provide Change Order (CO) form and Memo of Negotiation for this request.
- Provide specifications for the following:
  - Quickbooks software
  - Canon Image printer
  - Generators
- Why is a power winch required versus a manual winch? Price for the manual crank winch should be marked as not being included in total cost and crossed out. Would there be a credit for this item?
- Why wouldn't the Bid Items eliminated in CO No. 1 be funded with remaining funds?