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Department of Utilities  
Wastewater Treatment Plant  
2006 E Newberry Street  
Appleton, WI 54915-3128  
920-832-5945 tel.  
920-832-5949 fax

**To:** Finance Committee Chairperson Kyle Lobner and Members of the Finance Committee

**From:** Chris Stempa, Utilities Deputy Director

**CC:** Chris Shaw, Utilities Director  
Kelli Rindt, Enterprise Fund Accounting Manager

**Date:** March 16, 2021

**Re:** **Informational Item: *Change Order #1 to Staab Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$33,282 resulting in a decrease in contingency from \$336,125 to \$302,843***

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On December 2, 2020 Common Council approved contract for the 2019 Appleton Wastewater Treatment Plant (AWWTP) Improvements Project to Staab Construction in the amount of \$2,689,000 plus a 12.5% contingency of \$336,125 for a total cost not to exceed \$3,025,125. The tasks within Change Order #1 represents work that will be added to the original contract scope of work (per Section IV P. of the Procurement and Contract Management Policy) or deleted from, which alters the original contract amount and/or completion date. The tasks associated with Change Order #1 are summarized on the attached form.

If you have any questions regarding the project or the associated change order please contact Chris Stempa at 832-2353.