



DEPARTMENT OF  
**UTILITIES**

**Department of Utilities**  
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## MEMORANDUM

**Date:** March 19, 2025  
**To:** Chairperson Brad Firkus and Members of the Finance Committee  
**CC:** Chris Stempa, Director of Utilities  
John Pogrnt, Water Operations Supervisor  
Kelli Rindt, Enterprise Accounting Fund Manager  
**From:** Ryan Rice, Deputy Director of Utilities  
**Subject:** **Finance Committee Action: Approve Change Order #1 to Fabick Power Systems as part of the Appleton Water Treatment Facility Emergency Generator Control Equipment Project totaling \$49,863**

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### BACKGROUND:

On February 5, 2025, the Common Council approved the sole source purchase of Appleton Water Treatment Facility (AWTF) Emergency Generator Control Equipment to Fabick Power Systems (Fabick) for a cost of \$653,837 with a contingency of \$46,163 for a total not to exceed \$700,000.

The requirement of bonding for the project was determined necessary by the City Attorney Office during the contract preparation process. To account for that change, an additional \$1,504 was added to the quoted \$653,837 for an executed base contract total of \$655,341.

Planning of this work began with personnel from the Utilities Department, Facilities Management Department, and Fabick in which equipment lead times and appropriate scheduling of a AWTF electrical shutdown to facilitate the work were discussed. During these discussions, the Facilities Management Department identified several pieces of equipment in the AWTF high voltage electrical distribution system that date to the original plant construction in 2000. Although presently functional, it was discovered that the equipment will soon become obsolete.

Replacing this equipment now is beneficial as it will coincide with the generator controls replacement electrical shutdown of the high voltage electrical distribution system, provide renewed manufacturer warranty and support services, along with improved system monitoring capabilities.

Portable generators must be rented to facilitate this work to maintain uninterrupted distribution of finished water.

### CHANGE ORDER #1

Change Order #1 reflects labor and equipment costs to replace two large feeder relays, associated control switches, lock-out relays, and indicator lights on the high voltage electrical distribution system. This change order also includes the cost of portable generator rental to maintain uninterrupted pumping of finished water to the distribution system. Total cost of this work is \$49,863.

Finance Committee Memorandum

AWTF Emergency Generator Control Equipment Project Change Order #1 & Budget Amendment

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This change order would result in the contract with Fabick Power Systems increasing from \$655,341 to \$705,204. The change order would be funded from \$44,659 remaining in contingency and \$5,204 funded by special consideration budget carry-over request.

If you have any questions regarding this project, please contact Ryan Rice at 920-832-5945.