



*"... meeting community needs...enhancing quality of life."*

Department of Utilities  
Wastewater Treatment Plant  
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## MEMORANDUM

**To:** Chairperson Brad Firkus and Members of the Finance Committee

**From:** Chris Stempa, Utilities Director

**CC:** Kelli Rindt, Enterprise Fund Accounting Manager

**Date:** July 10, 2025

**Re:** Information: Change Orders #3, #4, and #5 to August Winter and Sons, Inc. contract as part of the AWWTP Grit System & Raw Sludge Pump Replacement Project totaling \$16,050 resulting in a decrease in contingency from \$38,377 to \$22,327

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### BACKGROUND:

On September 6, 2023 Common Council approved a contract for the Appleton Wastewater Treatment Plant (AWWTP) Grit System & Raw Sludge Pump Replacement Project in the amount of \$573,355 with 10% contingency of \$57,336 for a project total not to exceed \$630,691. The change order tasks described below represent work 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.

### CHANGE ORDER #3

Change Order #3 reflects labor, material, and equipment costs to remove the existing primary sludge plunger pump #3 and demolish the existing concrete base then construct a new concrete base and install the new plunger pump. Total cost was \$16,885.

### CHANGE ORDER #4

Change Order #4 reflects the labor and material costs to reorientate the new raw sludge pump to match existing piping configuration. Total cost was \$1,326.

### CHANGE ORDER #5

Change Order #5 reflects a credit to the contract for not coating the new concrete pump base. Total contract deduct was -\$2,161.

The final payment authorization will be submitted in conjunction with the Change Order #5 contract deduct. All project work has been successfully completed with formal contract closeout occurring after the final payment is issued to August Winter and Sons. Please contact me at 920-832-5945 if you have any questions or require additional information regarding this project.