

**AGENDA
UTILITIES SERVICE BOARD MEETING**

City of Bloomington Utilities
600 E. Miller Dr.
Bloomington, Indiana 47401

Jean Capler, President
Amanda Burnham, Vice President
Jason Banach
Julie Roberts
Jeff Ehman
Megan Parmenter
Jim Sherman
Jim Sims, ex-officio
Scott Robinson, ex-officio

Monday, March 1, 2021

5:00 P.M. Regular Meeting

- I. Call to Order
- II. Approval of the Minutes of Previous Meetings (February 16 and February 19)
- III. Approval of the Claims
 - a. Standard Invoices
 - b. Utility Bills
 - c. Wire Transfers
 - d. Customer Refunds
- IV. Approval of Consent Agenda (Total \$2,587.47)
 - a. Koorsen Fire & Security, \$2,587.47, Service and install alarm panels for the front customer service doors at the CBU Service Center
- V. Request for Approval of Resolution 2021-04 – Award Contract for Dunn Street Sewer Improvements Project to Infrastructure Systems, Inc. – Phil Peden
- VI. Request for Approval of Second Amendment to the Agreement with Schmidt Associates, Inc.- Roof Renovations to CBU Facilities - Brad Schroeder
- VII. Request for Approval of Change Order No. 1 to the Agreement with Reynolds Construction, LLC. – Dillman Road WWTP Upgrade and Efficiency Improvements Project – Brad Schroeder
- VIII. Residential Storm Grants Committee appointment – Vic Kelson
- IX. Old Business
- X. New Business
- XI. Subcommittee Reports
- XII. Staff Reports
 - a. Smart Meter Customer Portal Introduction – Vic Kelson
- XIII. Petitions and Communications*
- XIV. Adjournment

*Public Comment will be limited to 5 minutes per person

UTILITIES SERVICE BOARD MEETING

02/16/2021

Utilities Service Board meetings are recorded and available during regular business hours in the Director of Utilities' office.

Board President Capler called the regular meeting of the Utilities Service Board to order at 5:00 p.m. The meeting was held via Zoom and Facebook Live.

Board members present: Jim Sherman, Jason Banach, Megan Parmenter, Jeff Ehman, Jean Capler, Amanda Burnham, Julie Roberts, and Scott Robinson (ex-officio). Board members absent: Jim Sims (ex-officio).

Staff present: Vic Kelson, Laura Pettit, Holly McLaughlin, LaTreana Teague, Chris Wheeler, Brandon Prince, Brad Schroeder, James Hall, and Cindy Shaw.

AMEND AGENDA

Board President Capler presented an amendment to the agenda to remove the N. Dunn St. Bid Opening.

Board member Parmenter moved, and board member Roberts seconded the motion to approve the agenda amendment. Motion carried, 6 ayes.

MINUTES

Roberts moved, Parmenter seconded the motion to approve the February 16 meeting minutes. Motion carried, 6 ayes.

CLAIMS

Ehman moved, and Parmenter seconded the motion to approve the standard claims as follows: Vendor invoices submitted included \$110,891.93 from the Water Utility, \$201,004.90 from the Wastewater Utility, and \$3,388.63 from the Stormwater Utility.

Board member Ehman asked if the \$40,000.00 claim for Azteca Holding Systems CityWorks annual license agreement is split with the City of Bloomington. Assistant Director of Finance Pettit answered that the claim belongs to CBU. Assistant Director of Engineering Schroeder said that the City does not use CityWorks.

Ehman also asked about a claim from USEcology, for Hazardous Waste Removal from Monroe and the type of hazardous waste. Assistant Director of Environmental Services Hall answered the hazardous material is mercury waste from lab procedures.

Board member Burnham asked about a claim on page 7 for the purchase of steel-toed boots and if CBU pays for the boots for all employees or a certain level of employee. Director Kelson responded that if CBU requires safety shoes, then we have to provide them.

Total Claims approved: \$315,285.46. Motion carried, 7 ayes.

Roberts moved, and Parmenter seconded the motion to approve the utility claims as follows: Utility invoices submitted included \$50,443.51 from the Water Utility and \$33,671.09 from the Wastewater Utility.

Total Claims approved: \$84,114.60 Motion carried, 7 ayes.

Roberts moved, and Parmenter seconded the motion to approve the wire transfers, fees, and payroll in the amount of \$480,296.26. Motion carried, 7 ayes.

Roberts moved, and Parmenter seconded the motion to approve the customer refunds as follows: Customer refunds submitted included \$1,321.35 from the Water Fund and \$2,348.37 from the Wastewater Fund.

Total Claims approved: \$3,669.72. Motion carried, 7 ayes.

Roberts moved, and Parmenter seconded the motion to approve the special check run as follows: Vendor invoices submitted included \$228,916.00 from the Water Fund and \$343,374.00 from the Wastewater Fund.

Total Claims approved: \$572,290.00. Motion carried, 7 ayes.

CONSENT AGENDA

CBU Director Kelson presented the following items recommended by staff for approval:

- BBC Pump and Equipment Company, Inc., \$8,893.50, Diagnosis, repair, and reinstallation of Influent pump #3 at Blucher Poole
- Univar Solutions, USA, Inc., \$0, First Amendment to adjust contract language to match bidding documents
- Resource Conservation Services, LLC., \$1,726.00, Sludge sample analysis and consultation on Land Application Permit application

As no items were removed from the Consent Agenda by the Board, agreements approved. Total contracts approved: \$10,619.50.

REQUEST FOR APPROVAL OF RESOLUTION 2021-03 – CONSTRUCTION OF NEW GATEHOUSE AT LAKE LEMON

Lake Lemon Conservancy District District Manager Adam Casey presented a Resolution for replacing the gatehouse at the entrance to Riddle Point Park. Per the lease agreement with CBU, the LLCDC must get permission from the USB before any substantial upgrades or improvements. There is no cost to CBU.

Roberts moved, Parmenter seconded the motion to approve Resolution 2021-03. Motion carried, 7 ayes.

REQUEST FOR APPROVAL OF AGREEMENT WITH HARRELL-FISH, INC.

CBU Purchasing Manager Shaw presented an agreement for a Monroe plant project to replace the sodium hypochlorite pump's piping skid. Because sodium hypochlorite is caustic, the chemical is hard on construction materials. The existing materials have been there since 2005.

Roberts moved, Parmenter seconded the motion to approve the agreement with Harrell-Fish. Motion carried, 7 ayes.

REQUEST FOR APPROVAL TO CLAIM UNCLAIMED CREDIT BALANCES

Pettit asked for the board's approval for CBU to claim unclaimed credit balances over seven years old. The total balance from wastewater is \$38,821.75, and the balance from water is \$1,545.54.

Roberts moved, Parmenter seconded the motion to claim the unclaimed credit balances. Motion carried, 7 ayes.

Capler announced to the public to leave questions and comments via the Utilities Facebook page or the Zoom chat to be read later during Petitions and Communications.

OLD BUSINESS: None

NEW BUSINESS: None

SUBCOMMITTEE REPORTS:

RULES AND REGULATIONS SUBCOMMITTEE – RECOMMENDATION OF PROPOSED AMENDMENTS TO SECTION 24 OF THE CBU RULES, REGULATIONS, AND STANDARDS OF SERVICE

Rules and Regulations Subcommittee Chair Burnham reported to the board that the committee reviewed changes to the language of Section 24 of the CBU Rules, Regulations, and Standards of Service and recommended board approval to make the changes.

City Attorney Wheeler reported that Section 24, formerly the Growth Policies Plan, is now called the Comprehensive Plan. This Resolution is to clarify the Director's discretion to determine whether there will be an extension of the sanitary sewer connection as requested by the public in Area A. Area A of the sanitary sewer service is in existence today. It can be inside the municipal boundaries in the city or service outside of the city's boundaries. Everything that is not Area A is, by default, Area B. In Area A, it has always been the Director's discretion to determine whether there will be an extension of the sanitary sewer connection as requested by the public. The Director still has discretion to make decisions through Area A, whether in or out of the city's boundaries. That discretion is the Director may grant a request for the extension of the sanitary sewer service if the parcel owner or owners has submitted a valid petition for voluntary annexation defined through requirements of Indiana Code 36-4-3-5.1 or Indiana Code 36-4-3-5. Because we do have waivers that we operate under, the Director can also grant an extension where waivers have been properly prepared in compliance with other provisions of Section 24. In Area B, there is still the statement that there will not be any sanitary sewer extended to Area B. If you are interested in requesting an extension of sanitary sewer to your area, you have to do so in writing the USB. At 24.8, there is language added discussing the Waiver of Right to Protest Annexation and Voluntary Annexation. Included is the Director's discretion in Area A outside of the municipal boundaries or in Area B.

Roberts moved, Parmenter seconded the motion to approve the amendments to Section 24 of the CBU Rules, Regulations, and Standards of Service.

Motion carried, 7 ayes.

FINANCE SUBCOMMITTEE – RECOMMENDATION OF APPROVAL OF RESOLUTION 2021-02 - WATERWORKS FINANCE BOND

Finance Subcommittee Chair Sherman reported to the board that the subcommittee met to cover any changes or issues that may have arisen, and there were no changes. The subcommittee recommends board approval of Resolution of 2021-02.

Roberts moved, Parmenter seconded the motion to approve Resolution 2021-02.

Motion carried, 7 ayes.

STAFF REPORTS:

Kelson thanked the board for their flexibility regarding the rescheduling of the bid opening. The CBU building was closed due to weather, and staff felt it was imprudent to ask the contractors submitting bids to turn them in by Friday, February 19.

In preparation for the rate case, Pettit, Wheeler, and representatives from Crowe and UFS spent Monday afternoon in meetings with members of the IURC to discuss what CBU will bring to the commission.

Sherman asked if the IURC staff had any comments or questions. Kelson answered they had a few questions about aspects of what we are doing and comparisons to previous rate cases. Most of the discussion was about the cost of service study. They also had questions about some of the decisions made in terms of allocation.

PETITIONS AND COMMUNICATIONS: Parmenter thanked CBU staff for their hard work on water main breaks.

ADJOURNMENT: Roberts moved to adjourn; the meeting adjourned at 5:30 pm.

Jean Capler, President

DATE

UTILITIES SERVICE BOARD MEETING

02/19/2021

Utilities Service Board meetings are recorded and available during regular business hours in the Director of Utilities' office.

Board member Parmenter called the special meeting of the Utilities Service Board to order at 4:00 p.m. The meeting was held via Zoom and Facebook Live.

Board members present: Megan Parmenter, Amanda Burnham, and Jim Sherman .

CBU staff present: Vic Kelson, Laura Pettit, Holly McLauchlin , Phil Peden , Brad Schroeder , LaTreana Teague , and James Hall.

Bid Opening - N. Dunn St. Sewer Improvements Project

CBU Engineer Peden read the bids received at CBU for the Dunn Street project. The bids received were as follows:

Reynolds Construction, LLC -Base Bid - \$2,593,780.00

Mandatory alternate bid #1 - \$205,000.00

Reed and Sons-Base Bid - \$2,374,600.00

Mandatory alternate bid #1 - \$350,000.00

Infrastructure Systems, Inc. - Base Bid - \$2,349,292.00

Mandatory alternate bid #1 - \$347,500.00

Board Vice President Burnham asked for the engineering estimate. Peden answered the engineer's (GRW, Inc.) estimate was \$2.9 million. GRW Project Manager George Lewis said that the total for construction, with contingency, was \$2,645,000.00.

Burnham also thanked CBU staff for being flexible in giving the contractors more time to turn in their bids.

ADJOURNMENT: Parmenter adjourned the meeting at 4:06 p.m.

Jean Capler, President

DATE

City of Bloomington Utilities
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Paydate: 3/05/21

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
ACI Payments Inc.	1000040213	Maintenance fee for electronic payments Oct-Dec 2020 - BC21-005	150.00	60.00	90.00	
Airgas Specialty Products, INC	9107619279	Aqua ammonia - 19,320 @ .133 delivered 02/03/21 - MN	2,569.77	2,569.77		
Airgas Specialty Products, INC	9109695619	Aqua ammonia - 19,320 @ .133 delivered 02/03/21 - MN	2,635.36	2,635.36		
Alexander's LLC	Order #122767	TD21-34 Repair trailer #567 hit during am hrs @ Tapp Rd & Rogers	1,636.98	1,636.98		
Alexander's LLC	Order #122916	TD21-49 Step running boards for truck #639	691.31	276.52	380.22	34.57
Aramark Uniform & Career Apparel Group, INC	23158187	PUR21-034 Class 2 three season jacket for Levi Elkins to replace	73.97	29.59	44.38	
Auto Body Specialists	12000	PUR21-039 Unit 680 damage to LT door and cab corner	1,910.50	764.20	1,146.30	
B L Anderson Co., INC	PPS-10305	TD21-25 Rebuild kits & coolant for #1 pumps @ Vernal Pike LS	4,709.97		4,709.97	
Barry Company, INC	790160	120V/60 Solenoid valve - MN20-484E	706.25	706.25		
Black & Veatch Corporation	1336360	S19-6310 - Blucher Chemical Feed System to 12/31/20 - ENC	3,219.50		3,219.50	
Black Lumber Co. INC	463879	Blue 50 lb bags of ice melt (110) - PUR21-032	1,538.90	615.56	923.34	
Black Lumber Co. INC	464435	Bungee straps for truck #697 meter service - TD21-05C	31.74	31.74		
Black Lumber Co. INC	464453	Gas can (2 gal), gas can (5 gal) for trailer #564 - TD21-051	43.48	43.48		
Black Lumber Co. INC	464812	Compressor, O'Keefes working hands, chemical gloves - MN21-278	187.69	187.69		
Black Lumber Co. INC	464819	Air compressor for basins - MN21-281	159.97	159.97		
Bloomington Hardware Co., INC	651278	MM21-279 6 gal Air comp for basins	141.89	141.89		
Bloomington Paint & Wallpaper Co	00440107	White & purples for solids bldg & hydrant stripe - DM21-011	1,125.44		1,125.44	
Blue Chip Technologies, INC	346	DM20-227 Spare shafts for Rotary Screen take away belt pulley	825.00		825.00	
Brehob Corporation	773656	BP20-150 Rebuild 250 HP electric motor for blower #4	18,176.00		18,176.00	
Brenntag Mid-South, INC	BMS788927	Sodium Hydroxide - 11.4479 @ 464.00 delivered 02/05/21 - MN	5,325.75	5,325.75		
Chemtrade Chemicals Corporation	93061248	Aluminum Sulfate - 10.921 @ 434.00 delivered 02/02/21 - MN	4,739.71	4,739.71		
Chemtrade Chemicals Corporation	93062154	Aluminum Sulfate - 11.415 @ 434.00 delivered 02/08/21 - MN	4,954.11	4,954.11		
Cintas First Aid & Safety #2	8405011590	Restock first aid cabinet @ Blucher - 02/12/21 - BP21-02C	71.44		71.44	
City Of Bloomington	01/31/21 Fuel	Fuel charges for all Utilities vehicles - January 2021 - ACCT	12,348.03	4,264.90	8,083.13	
City Of Bloomington	01/31/21Set Rate	Set Rate for monthly vehicle parts & repairs-January 2021-ACCT	42,766.59	13,001.04	29,765.55	
City Of Bloomington	02/28/21Set Rate	Set Rate for monthly vehicle parts & repairs-February 2021-ACCT	42,766.59	13,001.04	29,765.55	
City Of Bloomington	12/31/20 Fuel	Fuel charges for all Utilities vehicles - December 2020 - ACCT	12,027.08	4,232.59	7,794.49	
City of Bloomington	2021 BenefitsCBU	Health Insurance/Flex/Basic Life - January-June 2021 ACCT21-031	1,284,660.00	436,784.40	747,957.60	99,918.00
Commercial Service Of Bloomington, INC	S207430	PUR21-038 Service call: There was a leak form a VAV unit.	545.50	218.20	327.30	
Core & Main, LP	N461609	PUR20-434 C-900 pipe, gauge tracer wire, poly tubing, tapping	41,385.89	41,385.89		
Creative Graphics, INC (dba Baugh Enterprises)	9204	Time off/Absent slips - DR21-005	210.00		210.00	
Crowe LLP	706-2398126	2020 Water Rate Case & Cost of SVS Study - ACCT21-025	4,190.00	4,190.00		

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Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
Electric Plus, INC	28284	DM21-001 Replace bad MCC digital meter med voltage cabinet 4160/	585.00		585.00	
Electric Plus, INC	28392	DM21-006 Replace conduit and wires to rotary screen motoi	1,800.00		1,800.00	
Environmental Laboratories, INC	20326447	Iron & manganese analysis for drinking water testing - DL21-009	764.50	764.50		
Environmental Systems Research Institute,INC ESRI	93984556 CBU	ArcGIS Enterprise Creator - 02/08/21-02/07/22 - #2011070	500.00	200.00	300.00	
ESG Security, INC	21001845	Testing - Digester Sludge @ Dillman - 01/29/21 - DR	227.00		227.00	
Eurofins Eaton Analytical, INC	S384396	Testing - Dissolved & total organic carbon, SUVA, UV - MN21-024	335.00	335.00		
First Financial Bank, N.A.	S20-6405 #8	S20-6405-Retainage-Dillman WWTP Upgrade to 01/31/21 - ENG	87,222.90		87,222.90	
Fisher Scientific Company, LLC	1396360	Phenylarsine Oxide (2) - MN21-014	270.77	270.77		
Fisher Scientific Company, LLC	1880115	Methyl purple Indctr 500 ML - MN21-014	77.72	77.72		
Fisher Scientific Company, LLC	8392718	Liter bottle of phenylarsine oxide - MN21-006	149.02	149.02		
Foamcraft, INC	9125739-IN	TD21-22 2x21 insulating cylinders, 2x25 insulating cylinders	5,918.28	2,367.31	3,550.97	
Freedom Business Solutions, LLC	12050	Toner for HP400 mfp in Accounting - ACCT21-018	98.00	39.20	58.80	
Genesis Environmental Solutions, INC	66497	ENV20-248 Perform steel tank institute SP001 annual inspection	5,370.00	1,790.00	3,580.00	
Greeley And Hansen, LLC	INV-0000669838	S19-6307 - Dillman WWTP Upgrades to 01/29/21 - ENG	109,971.69		109,971.69	
HACH Company	12295241	MN21-009 TNT ammonia reagent	567.47	567.47		
Hahn Automotive Warehouse,INC (Speedway AutoParts)	46374	DS21-004 Prestin command, Regular starting flu, tacky grease	144.35		144.35	
Hawkins Bailey Warehouse, INC	00037804	BP20-165 S20-COVID Nitrile blue gloves size L and XL 10 boxes ea	399.80		399.80	
Hawkins Bailey Warehouse, INC	00038828	BP21-017 S20-COVID Nitrile blue gloves sizes L, M &XL 10 bx ea	599.70		599.70	
HD Supply Facilities Maintenance, LTD (USABlueBook	442102	Credit memo for Lead free brass 90 street elbow - ENV20-242C	(86.15)	(86.15)		
HD Supply Facilities Maintenance, LTD (USABlueBook	474585	DL21-005 Wide mouth jugs, TNT831 LR testing vials, Carboy w/cap	677.85		677.85	
HD Supply Facilities Maintenance, LTD (USABlueBook	478304	DL21-005 Variable volume pipet set, TNT831 LR testing vials	718.18		718.18	
HD Supply Facilities Maintenance, LTD (USABlueBook	479588	DL21-005 HD Polyethylene wide mouth jars 1 gal/4L	144.86		144.86	
HD Supply Facilities Maintenance, LTD (USABlueBook	487684	BP21-011 Lower sludge judge sections to make up 3 full units	226.81		226.81	
HD Supply Facilities Maintenance, LTD (USABlueBook	491929	ENV21-020 2 3M LeadCheck swabs 8/pk	71.58	71.58		
IDEXX Laboratories, INC	3078704172	DL21-011 Colilert media 24 hr, quanti-tray 2000 97 wells	2,284.47		2,284.47	
Indiana Oxygen Company, INC	9622305	Monthly cylinder rental @ Dillman WWTP - DR	250.97		250.97	
Indiana Safety Company, INC	0168814-IN	PUR20-442 2 Men's brown jersey gloves 25/dozen per case	307.60	123.04	169.18	15.38
Indiana Underground Plant Protection Service, INC	89019	Monthly per ticket fee for line locates -01/01-01/31/21 - TD	1,269.20	507.68	761.52	
Industrial Service & Supply, INC	65612	Fittings 1/2" for Vactor #601 - TD21-55	13.53		13.53	
Integrity One Technologies	IN1860571	ENG21-004 2 Sets of 134 pages blueprint file stapled, 2 spec	413.52			413.52

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Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
IU Health OCC Health Services	00114509-00	DS DOT 5 Panel E Screen for 1 Dillman employee 1/28/21 DR21-011	47.00		47.00	
IU Health OCC Health Services	00114510-00	DS Breath Alcohol test for 1 TD employee - 01/28/21 - TD21-062	47.00	18.80	25.85	2.35
IU Health OCC Health Services	00114515-00	DS DOT 5 Panel E Screen for 1 TD Employee 01/28/21 - TD21-062	47.00	18.80	25.85	2.35
IU Health OCC Health Services	00114516-00	DS DOT 5 Panel E Screen for 1 TD Employee 01/28/21 - TD21-062	47.00	18.80	25.85	2.35
Jack Diplotti	ACCT21-027	Reprint of voided check #27262 lost customer refund - ACCT21-027	101.03		101.03	
JCI Jones Chemicals, INC	843965	Sodium hypochlorite - 4,503 @ .7180 delivered 01/22/21 - MN	3,233.15	3,233.15		
JCI Jones Chemicals, INC	845516	Sodium hypochlorite - 4,602 @ .7180 delivered 02/09/21 - MN	3,304.24	3,304.24		
JJ's Concrete Construction, LLC	65839	Concrete - Water @ Fairview Drive - 02/03/21 - TC	357.00	357.00		
John Deere Financial (Rural King)	JRNL#C43505/62	Tapping 1" for truck #616 - TD21-047	23.97	9.59	13.18	1.20
John Deere Financial (Rural King)	JRNL#C46510/62	Thermometers, metal snips, air compressor, table - MM21-276	162.95	162.95		
K&S Rolloff, INC	51368	Removal of debris from hill area - 01/19/21 - PUR	400.00	160.00	240.00	
Kirby Risk Corp	S111317637.001	Power-sonic 6 volt 12AH battery (2) - DM21-003A	59.23		59.23	
Koorsen Fire & Security, INC	5329339	Panic button alarm monitoring - 02/01-04/30/21 - PUR	86.09	34.44	51.65	
Kroger Limited Partnership I	257260 ENV21-021	Britta pitchers & filters-Customers with lead line-ENV21-021	299.88	299.88		
Lawson Products, INC	9308201295	Misc barb fittings, bolts & bush reducers - DM21-012	705.59		705.59	
MacAllister Machinery Co, INC	R67383940804	Monthly rental of fork truck for operations - DM20-219	1,611.00		1,611.00	
MacAllister Machinery Co, INC	R71393098901	D20-112 - Rental of shoring box - 01/11-01/13/21 - TD21-011	1,931.00			1,931.00
Midwest Color Printing, INC	INV-14307	ENG21-17 Business cards for Daniel Hudson	41.50	16.60	24.90	
Nugent, INC (Utility Supply Company)	1348785	PUR20-436 6" MJ gaskets, mission coupling 8", full seal clamps	2,555.24	2,555.24		
Office Depot, INC	149016078001	Banker boxes (10 cases) - PUR21-014	318.20	127.28	190.92	
Office Depot, INC	149016079001	Wall calendar - PUR21-014	14.99	6.00	8.99	
Office Depot, INC	149016080001	Self inking stamp - PUR21-014	41.98	16.79	25.19	
Office Depot, INC	149016087001	Wire bound calendar - PUR21-014	16.99	6.80	10.19	
Office Depot, INC	149250719001	Self inking notary stamp - ADMIN21-004	33.99	13.60	20.39	
Office Depot, INC	149250728001	Notary Public Book - ADMIN21-004	6.12	2.45	3.67	
Office Depot, INC	149881462001	Ink cartridges, Dymo label writer 450, Dymo refills - ACCT21-013	198.83	79.53	119.30	
Office Depot, INC	151275224001	Glue sticks, 12 pk pilot blue pens - ACCT21-015	15.46	6.18	9.28	
Office Depot, INC	151907531001	Perfect touch cups, towels, plates - BP21-014	162.90		162.90	
Office Depot, INC	151973756001	Pens, binder clips, folders, notebooks, markers ENG21-006	36.95	14.78	22.17	
Office Depot, INC	153095430001	Sharp printing calculator - ACCT21-014	36.40	14.56	21.84	
Pace Analytical Services, INC	2150159412	Cyanide analysis by method 1677-Dillman NPDES permit - DL21-008	125.00		125.00	
Paragon Micro, INC	S3306657	Dell Latitude 5424 Rugged for K Johnson in T&D - #2111260	2,529.99	1,012.00	1,517.99	
Paragon Micro, INC	S3308742	Dell Latitude 7220 Rugged Extreme for Environmental - #2111370	2,089.99	836.00	1,253.99	

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Paragon Micro, INC	S3308884	Microsoft ergonomic keyboard for E Henderson in CS - #2111387	43.99	17.60	26.39	
Paragon Micro, INC	S4100474	Power BI / Microsoft CSP Monthly Subscription #1907687	18.32	7.33	10.99	
Pelton Environmental Products, INC	9270	DM21-005 Control fan board for VFD	296.47		296.47	
Pitney Bowes, INC	BC21-008	Reserve account postage - Acct#20822235 - BC21-00€	4,500.00	1,800.00	2,700.00	
Proveli, LLC (Hall Signs, INC)	360520	ENV21-012 20 Yard signs 24" x18" Residential Stormwater Grants	252.00			252.00
Reycon Partners, LLC(Reynolds Construction, LLC)	S20-6405 #8	S20-6405 - Dillman WWTP Upgrade to 01/31/21 - ENG	1,250,856.10		1,250,856.10	
Richard's Small Engine, INC	413209	Carb kit, 2" fuel line, filters for truck #627 - TD21-044	31.49	12.60	18.89	
Rogers Group, INC	0071180611	Stone #53 - Water @ Fairwood Terrace - 01/19-01/22/21 - TD	285.14	285.14		
Rogers Group, INC	0071180612	Stone #11 - Sewer - 01/20/21 - TD	146.11		146.11	
Rogers Group, INC	0071180613	Stone #2 - Storm @ Olive - 01/22/21 - SW, TC	112.28			112.28
Rogers Group, INC	0071180614	W20-4411 - Stone #11 & #53 - Stock - 01/19-01/22/21 - TC	1,054.08	990.62	63.46	
Rogers Group, INC	0071180615	Stone #11 & #53 - Stock - 01/19-01/20/21 - TC	1,648.16	659.26	988.90	
Rogers Group, INC	0071180616	Stone #2 & #8 - Storm @ Thornton - 01/22/21 - SW, TC	288.70			288.70
Rogers Group, INC	0071180681	W20-4411 - Stone - 01/26-01/27/21 - TD	668.37	668.37		
Rogers Group, INC	0071180683	Stone - #11 & #53 - Stock - 01/27/21 - TC	323.28	129.31	193.97	
Rogers Group, INC	0071180684	Stone #8 - Storm @ Thornton - 01/25/21 - TC	165.24			165.24
Rogers Group, INC	0071180685	Stone #11 & #53 - Water & Stock - 01/26-01/29/21 - TC	263.83	190.38	73.45	
Shredding and Storage Unlimited, LLC	53441	On-site shredding services - 01/04-01/22/21 - PUR19-522	341.25	136.50	204.75	
Southern Indiana Parts, INC (Napa Auto Parts)	348545	Vehicle fluids for service center & TD - PUR21-035	304.11	152.05	152.06	
Southern Indiana Parts, INC (Napa Auto Parts)	349298	Lift supporters for truck #631 - TD21-060	81.90	32.76	45.05	4.09
Springfield Electric Supply CO (Valley Electric)	S6760137.001	DM21-004 3-Phase Motor for booster pump in solids building	652.33		652.33	
SSW Enterprises, LLC (Office Pride)	IN000532069	Electrosystic Disinfection @ Service Center - 12/24/20 - PUR	757.75	303.10	416.76	37.89
SSW Enterprises, LLC (Office Pride)	IN000532070	Electrosystic Disinfection @ Service Center - 01/01/21 - PUR	1,515.50	606.20	833.53	75.77
SSW Enterprises, LLC (Office Pride)	IN000532411	Monthly cleaning service @ Service Cntr - 01/01-01/31/21 - PUR	2,798.62	1,119.45	1,679.17	
SSW Enterprises, LLC (Office Pride)	IN000532412	Monthly cleaning service @ Blucher Poole - 01/01-01/31/21 - PUR	1,079.40		1,079.40	
SSW Enterprises, LLC (Office Pride)	IN000532414	Monthly cleaning service @ Dillman WWTP - 01/01-01/31/21 - PUR	1,098.12		1,098.12	
SSW Enterprises, LLC (Office Pride)	IN000532415	Monthly cleaning service @ Monroe WTP - 01/01-01/31/21 - PUR	1,079.52	1,079.52		
State Of Indiana	000316685	Annual solid waste & groundwater monitoring - ENV	3,000.00		3,000.00	
State Of Indiana	02/03/21 CBU	Monthly water usage fee - 01/01-01/31/21 - MN	14,378.23	14,378.23		
Suez WTS Analytical Instruments, INC	900761947	MN21-013 Acid cartridge reagent used in our TOC analyzer	530.08	530.08		
Synchrony Bank	445895948336	ENG21-016 1 Apple pencil for inspectors Ipads	94.88	37.95	56.93	
Synchrony Bank	448383563364	TD21-53 Mr. Heater Hero propane heater	811.20	324.48	486.72	
Synchrony Bank	486796944737	TD21-53 Ridgid E-6 end pipe wrench	110.52	44.21	66.31	
Synchrony Bank	567635466897	TD21-53 4 Craftsman combo wrench 13/16"	51.92	20.77	31.15	
Synchrony Bank	638998498334	TD21-42 Kraft tool polyethylene mortar pan 30" x 30'	64.61			64.61
Synchrony Bank	655974986458	TD21-53 Dewalt tools, Craftsman tools, inverter, water pump	2,070.98	828.39	1,242.59	

City of Bloomington Utilities
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Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
Synchrony Bank	747858888395	ITS2111401 Jabra Evolve 40 MS Professional wired headset Sheila	93.01	37.20	55.81	
Synchrony Bank	769687634939	TD21-42 Mason's hammer, levels, tape measure, telescoping rod	271.44			271.44
Synchrony Bank	774879899589	TD21-53 Ridgid E-918 Aluminum end wrench	339.00	135.60	203.40	
Synchrony Bank	839888898786	TD21-57 4 53MM Stubby adustable wrenches for garage stock	212.56	85.02	116.91	10.63
Synchrony Bank	843387487936	PUR21-042 Lang tools 87 heavy duty pliers with tip kil	60.99	24.40	36.59	
Synchrony Bank	854534587644	ITS111439 2 OtterBox Defender Series case for Iphone SE - MS	111.74	44.70	67.04	
Synchrony Bank	857954478935	TD21-53 Ridgid E-910 Aluminum end wrench	206.28	82.51	123.77	
Synchrony Bank	938688637386	TD21-43 6 Starter capacitors for Rusgan Lift Station	101.70		101.70	
Terminix International	404440920	Pest control @ Dillman WWTP - 01/26/21 - DR	405.00		405.00	
Tri-State Bearing Co, INC	1200823-00	Replacement chains for grit chambers - DM20-251	4,789.00		4,789.00	
Tri-State Bearing Co, INC	1201361-00	Auto greaser (10) 60ML for rotary screen bearings - DM20-253	467.45		467.45	
Tyco Fire & Security Mgmt ,INC (Johnson Controls)	21960197	Inspection of fire alarm, extinguishers @ Blucher - PUR20-223	300.00		300.00	
Tyco Fire & Security Mgmt ,INC (Johnson Controls)	22081823	Inspect fire alarm, sprinkler & extinguishers @ Serv Cntr - PUR	250.00	100.00	150.00	
Tyco Fire & Security Mgmt ,INC (Johnson Controls)	22081862	Inspect fire alarm & extinguishers @ Washington St - PUR	225.00	90.00	135.00	
Tyco Fire & Security Mgmt ,INC (Johnson Controls)	22117319	Fire alarm, sprinkler, extinguisher inspection - PUR20-223	250.00	100.00	150.00	
Tyco Fire & Security Mgmt ,INC (Johnson Controls)	87482928	PUR20-458 Replacement riser placards on fire protection system	1,760.00	704.00	1,056.00	
ULINE, INC	129285152	TD21-23 Box of part stub style inventory tags-plain tag meters	63.19	25.28	37.91	
United Parcel Service, INC	0000430948041	Shipping charges - 01/19/21 - ENV, PUR	11.93	4.77	7.16	
United Parcel Service, INC	0000430948051	W20-COVID19 - Shipping charges - 01/25/21 - ENV21-016	11.93		11.93	
United Parcel Service, INC	0000430948061CBU	W20-COVID - Shipping charges - 02/01/21 - ENV21-019	12.00		12.00	
Utility Pipe Sales Co, INC	IN005026	PUR21-003 Meter pit extension ring 20"x24"	1,930.20	1,930.20		
Utility Pipe Sales Co, INC	IN005230	PUR21-003 Meter pit frames & lid #20 w/small bolt	1,546.00	1,546.00		
Van Ausdall & Farrar, INC	17314	PUR21-040 Service: scanner maintenance 3/22/21 - 3/21/22	1,095.00	438.00	657.00	
Virtuoso Sourcing Group, LLC	28279	Collection agency fee - 02/02-02/15/21 - AR, ACCT	221.82	88.73	133.09	
Virtuoso Sourcing Group, LLC	28280	Collection agency fee - 02/01-02/10/21 - AR, ACCT	220.48	88.19	132.29	
Virtuoso Sourcing Group, LLC	28281	Collection agency fee - 02/12/21 - AR, ACCT	61.26	24.50	36.76	
Water Environmental Federation	2-2117539635	PUR21-041 Membership renewal 5/1/21-4/30/22 ENG,MN,ENV,DIR	1,594.00	1,594.00		
Water Solutions Unlimited, INC	40828	Sodium Thiosulfate - 600 @ 3.95 delivered 02/08/21 - MN	2,370.00	2,370.00		
Wessler Engineering, INC	36341	W19-4309 - Monroe WTP Residential Dewatering to 12/31/20 - ENG	2,752.50	2,752.50		
Wessler Engineering, INC	36363	DM20-240 Automate the NPW pump alternation and startup in Filter	1,495.00		1,495.00	
West Side Tractor Sales CO.	B38911	Grip, boot, mirror for pilot control on #607 - TD21-64	619.95	247.98	340.97	31.00
West Side Tractor Sales CO.	B38912	Cab filter for excavator #607 - TD21-046	84.65	33.86	46.56	4.23

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Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M	Stormwater O&M
Wood Environment & Infrastructure Solutions	N12375311	D20-113 - Stormwater Master Plan to 01/29/21 - ENG	2,897.50			2,897.50
Young Trucking, INC	109930	Hauling sludge from Dillman WWTP - 01/19-1/21/21 - DR, OP	10,667.91		10,667.91	
Young Trucking, INC	110007	Hauling sludge from Blucher Poole - 01/25-1/27/21 - BP, OF	1,466.05		1,466.05	
Young Trucking, INC	110008	Hauling sludge from Dillman WWTP - 01/26-01/27/21 - DR, OP	8,855.05		8,855.05	
Young Trucking, INC	110061	Hauling sludge from Blucher Poole - 02/01-02/05/21 - BP, OF	2,074.57		2,074.57	
Grand total:			<u>3,080,174.33</u>	<u>598,360.97</u>	<u>2,375,277.26</u>	<u>106,536.10</u>

City of Bloomington Utilities
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Utility Bills

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M
AT&T	849469661 2/21	849469661 Long Distance charges - All Depts (excluding plants)	50.58	20.23	30.35
AT&T	8123347689 2/21	812-334-7689 Service - Utilities - 02/07-03/06/21	472.44	188.98	283.46
AT&T Mobility II, LLC	2872991165812/21	Service for all utilities depts - 01/12-02/11/21	2,987.46	1,145.92	1,841.54
Duke Energy	01302825013 2/21	Service - Gentry E Lift Station - 01/05-02/03/21	68.41		68.41
Duke Energy	01502837016 2/12	Service - Winston Thomas Lift Station - Lighting 01/13-02/11/21	121.41		121.41
Duke Energy	03902824013 2/21	Service - Hearthstone Lift Station - 01/05-02/03/21	93.24		93.24
Duke Energy	08302838012 2/21	Service - Hyde Park Edward Lift Station - 01/13-02/11/21	64.86		64.86
Duke Energy	17302673012 2/21	Service - Hyde Park / Olcott Lift Station - 01/13-02/11/21	55.64		55.64
Duke Energy	19402830010 2/21	Service - Jeffrey Lift Station - 01/07-02/05/21	30.25		30.25
Duke Energy	19502809019 2/21	Service - Barge Lane SW Tank - 01/13-02/11/21	189.31	189.31	
Duke Energy	21303754013 2/21	Service - Knightridge Lift Station - 01/15-02/15/21	53.68		53.68
Duke Energy	22002815013 2/21	Service - Dogwood Booster Station - 01/08-02/08/21	317.30	317.30	
Duke Energy	27702673017 2/21	Service - Dillman WWTP @ 100 W Dillman RD 12/28-01/28/21	57,801.90		57,801.90
Duke Energy	37803925012 2/12	Service - Bulk Water Station @ 3230 S Walnut St 01/13-02/11/21	208.95	208.95	
Duke Energy	38302790016 2/12	Service - Park 37 Lift Station - 01/13-02/11/21	34.28		34.28
Duke Energy	38402673017 2/21	Service - Morningside Drive Lift Station - 01/15-02/15/21	150.30		150.30
Duke Energy	41003538018 1/21	Service - 11/10-01/11/21 - BS, TD, LS	4,122.79	1,367.76	2,755.03
Duke Energy	41003538018 2/21	Service - 12/14-02/09/21 - BS, TD, LS	7,791.53	5,284.68	2,506.85
Duke Energy	41302788012 2/21	Service - Griffy (outdoor lighting) N Dunn St 01/14-02/12/21	30.84	30.84	
Duke Energy	46503628023 2/21	Service - Monroe Hospital Lift Station - 01/07-02/05/21	73.00		73.00
Duke Energy	49903511027 2/21	Service - Cromwell Lift Station - 01/05-02/03/21	31.69		31.69
Duke Energy	51402835013 2/21	Service - South Tank @ E Miller Drive - 01/11-02/09/21	130.71	130.71	
Duke Energy	53803705018 2/21	Service - Prow Road Lift Station -01/14-02/12/21	34.28		34.28
Duke Energy	60103941019 2/21	Service - IU Hospital Force Main Valve - 01/04-02/01/21	10.85		10.85
Duke Energy	60302673015 2/21	Service - Westwood/Glen Oaks Drive Lift Station 01/08-02/08/21	699.34		699.34
Duke Energy	64002790015 2/21	Service - Basswood Circle Lift Station - 01/15-02/15/21	208.50		208.50
Duke Energy	64302673037 2/21	Service - Truck Charging Station @ Service Center 01/11-02/09/21	150.55	60.22	90.33
Duke Energy	69202673015 2/21	Service - Monroe WTP @ 4770 Shield Ridge Rd 12/28-01/28/21	35,654.89	35,654.89	
Duke Energy	69702789010 2/21	Service - Cory Lane Lift Station - 01/15-02/15/21	32.51		32.51
Duke Energy	73602809010 2/21	Service - Karst Park Lift Station/Fairgrounds01/12-02/10/21	157.25		157.25
Duke Energy	82603755010 2/21	Service - Southeast Pumping Station & Tank 12/28-01/28/21	19,293.38	19,293.38	
Duke Energy	83303564023 2/21	Service - Adams Street Lift Station - 01/13-02/11/21	71.17		71.17
Duke Energy	85502786011 2/21	Service - Red Bud Tower Tank - 01/13-02/11/21	85.06	85.06	
Duke Energy	86202826018 2/21	Service - S Washington St Storage - 01/05-02/03/21	33.55	13.42	20.13
Duke Energy	87402837010 2/21	Service - Winston Thomas Lagoon (lighting) 01/12-02/11/21	19.36		19.36
Duke Energy	88403761014 2/21	Service - Monroe Water Treatment Plant Expansion-Correction	15.00	15.00	
Duke Energy	884037610142/21	Service - Monroe Water Treatment Plant Expansion 12/28-01/28/21	4,582.51	4,582.51	
Smithville Telephone Co Inc	824-1616 02/21	Service - 812-824-1616 SE Pumping Station 1/20-2/19/21 - BS	96.59	96.59	
Vectren	N0814658 2/21	Service - 5352776 South Central Booster Station - 01/07-02/04/21	42.26	42.26	
Vectren	N1035813 2/21	Service - 5187802-2 Monroe WTP - 01/06-02/02/21	676.95	676.95	
Vectren	N1059811 2/21	Service - 5520392-0 Dillman WWTP - 01/05-02/02/01	1,212.95		1,212.95
Vectren	N1078457 2/21	Service - 5463700-0 Service Center - 01/07-02/04/21	386.77	154.71	232.06

City of Bloomington Utilities
 Accounts Payable by G/L Distribution Report
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Utility Bills

Vendor	Invoice No.	Invoice Description	Invoice Amount	Water O&M	Wastewater O&M
Vectren	N1244359 2/21	Service - 5463945-5 S Washington St Storage 01/07-02/04/21	94.94	37.98	56.96
Grand total:			<u>138,439.23</u>	<u>69,597.65</u>	<u>68,841.58</u>

WIRE TRANSFERS, FEES & PAYROLL FOR THE MONTH OF MARCH, 2021

INDIANA DEPARTMENT OF REVENUE
(SALES TAX)

INDIANA DEPARTMENT OF REVENUE - RECEIPTS TAX
(UTILITY RECEIPTS TAX)

NPC
(CHARGE CARD FEES)

FIRST FINANCIAL
(ACCOUNT ANALYSIS FEES)

GROSS PAYROLL \$367,424.94

FICA TAX \$21,679.85

TOTAL \$389,104.79

City of Bloomington Utilities
 Accounts Payable by Fund Distribution Report
 Paydate: 03/05/21

CUSTOMER REFUNDS

Vendor	Invoice No.	Invoice Description	Invoice Amount	Check No.	Reason for refund	Water Funds	Wastewater Funds	Stormwater Funds	Sanitation
Melissa Chestnut	51508-011	Customer refund	\$22.14	27415	Refund credit balance on closed account.	\$22.14			
			<u>\$22.14</u>			<u>\$22.14</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor, USB
FROM: Cindy Shaw
DATE: 2/22/2021
RE: REQUEST APPROVAL FOR AGREEMENT FOR SERVICES
WITH KOORSEN FIRE & SECURITY, INC.

Contract Recipient/Vendor Name:	Koorsen Fire & Security, Inc.
Department Head Initials of Approval:	/VK/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Cindy Shaw and Elise Boruvka
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	8/2031
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	21-077
Due Date For Signature:	2/24/2021
Expiration Date of Contract:	7/31/2021
Renewal Date for Contract:	N/A
Total Dollar Amount of Contract:	\$2,587.47
Funding Source:	009-52-900008-U62001 010-52-950008-U62001
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Elise Boruvka
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	Cindy Shaw

Summary of Contract: Service and install alarm panels for the front customer service doors at the Utilities Service Center

UTILITIES SERVICE BOARD
CITY OF BLOOMINGTON, INDIANA
RESOLUTION 2021-04

Bid Acceptance and Contract Award for Dunn Street Sewer Improvements Project

WHEREAS, the City of Bloomington Utilities Department, City of Bloomington, Monroe County, Indiana, held a bid opening at the regular meeting of the Utilities Service Board on February 19, 2021, for the Dunn Street Sewer Improvements Project wherein three (3) bids were timely received, opened and spread of record; and

WHEREAS, all three (3) bids were reviewed for responsiveness by members of the City of Bloomington Utilities Department and the Engineer of record; and

WHEREAS, the Engineer of record and members of the City of Bloomington Utilities Department determined that the lowest, responsive and responsible bidder was Infrastructure Systems, Inc. with a base bid amount of Two Million, Three Hundred Forty-Nine Thousand, Two Hundred Ninety Two dollars and no cents (\$2,349,292.00); and

WHEREAS, the Engineer of record and Utilities Department Staff recommend acceptance of Infrastructure Systems, Inc. by the Utilities Service Board as the most responsive and responsible bidder and request authorization to contract with the same.

NOW, THEREFORE, BE IT RESOLVED THAT the City of Bloomington Utilities Service Board hereby accepts the Lump Sum Base Bid presented by Infrastructure Systems, Inc. as the lowest responsible and responsive bidder, awards the Dunn Street Sewer Improvements Project to Infrastructure Systems, Inc. and authorizes the City of Bloomington Utilities Department to contract with Infrastructure Systems, Inc. for this project.

SO ADOPTED by the Utilities Service Board at its meeting of March 1, 2021.

Jean Capler, President
Utilities Service Board

ATTEST:

Vic Kelson, Director
City of Bloomington Utilities Department



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor Hamilton & USB
FROM: Brad Schroeder
DATE: March 8, 2021
RE: Request approval of Second Amendment to Agreement with Schmidt Associates, Inc.

Contract Recipient/Vendor Name:	Schmidt Associates, Inc.
Department Head Initials of Approval:	/vk/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Daniel Hudson
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Christopher J. Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	2032
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	21--82 (amending orig. agmt. 19-040)
Due Date For Signature:	February 24, 2021
Expiration Date of Contract:	December 31, 2021
Renewal Date for Contract:	March 8, 2021
Total Dollar Amount of Contract:	Increases the NTE by \$5,125.00 for a new NTE of \$107,125.00
Funding Source:	010-U10500
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	N/A

Summary of Contract: Second Amendment expands the Scope of Services for Phase-II of CBU plant roof replacements. Includes all necessary architectural design and all necessary mechanical, electrical, and plumbing engineering design required to competitively two bid air handling units at the Dillman Road WWTP (two buildings).



CONTRACT COVER MEMORANDUM

TO: Controller, Mayor and USB
FROM: Brad Schroeder
DATE: February 24, 2021
RE: Request for approval of Change Order No. 1 to the Dillman Road WWTP Efficiency Improvements Project Agreement with Reynolds Construction, LLC.

Contract Recipient/Vendor Name:	Reynolds Construction, LLC.
Department Head Initials of Approval:	/vk/
Responsible Department Staff: <i>(Return signed copy to responsible staff)</i>	Brad Schroeder
Responsible Attorney: <i>(Return signed copy to responsible attorney)</i>	Chris Wheeler
Record Destruction Date: <i>(Legal to fill in)</i>	6/1/2032
Legal Department Internal Tracking #: <i>(Legal to fill in)</i>	21-078 (change order no. 1 to agmt 20-277)
Due Date For Signature:	Wednesday, Feb. 24, 2021
Expiration Date of Contract:	June 1, 2022
Renewal Date for Contract:	none
Total Dollar Amount of Contract:	increased NTE by \$467,938.00 to new NTE of \$23,961,638.00
Funding Source:	010-U13121
W9/EFT Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	n/a
Affirmative Action Plan Complete (if applicable): <i>(Staff Member of Responsible Dept. to fill in)</i>	n/a
Procurement Summary Complete: <i>(Staff Member of Responsible Dept. to fill in)</i>	n/a

Summary of Contract: Expand the scope of service for the Dillman to include installing a new 6 cell 5" duct bank at Dillman. The parties are uncertain at this time as to just what impact this change order may have on the schedule of completion timeframe for this contract and therefore may need to adjust the completion dates accordingly.