



### **Agenda Action Form Overview**

The Board is requested to allow the County Manager to execute Change Order No. 001 to the construction contract with Wilson & Cofield Electric Service, Inc. in the amount of \$5,304.07 for the Northern Convenience Site Generator Project, located at 11894 North Roxboro Road, Rougemont, NC, increasing the total contract amount from \$395,413.64 to \$400,717.71.

This change order includes modifications to the project scope to accommodate field conditions requiring relocation of the generator pad, including associated concrete work and extension of conduit and electrical wiring.

The Board is also requested to authorize a 10% construction contingency, in the amount of \$39,541.36, of the original contracted amount to be approved administratively by the County Manager for future change orders, as necessary. Bringing the total project amount to \$440,259.07.

### **Background/Justification**

The Board approved the construction contract on May 27, 2025, awarding IFB No. 25-013R2 to Wilson & Cofield Electric Service, Inc. for the Northern Convenience Site Generator CIP Project. The project was approved to provide a whole-site backup generator to maintain operational continuity during power outages and to support critical solid waste operations, including compactor systems, site lighting, and facility infrastructure.

During construction, field conditions required relocation of the generator pad to ensure proper installation and functionality of the system. This adjustment necessitated additional work, including concrete installation for the new pad location, extension of conduit and electrical wiring, and associated labor, materials, and subcontractor services.

This change represents a necessary field adjustment to address site conditions encountered during construction and does not alter the overall intent, scope, or functionality of the project.

### **Policy Impact**

This project aligns with Durham County’s strategic focus on Community Infrastructure and High Performing Organization goals. It is consistent with prior planning efforts and capital investments in County facilities and does not require an exception to existing Board policy.

This project aligns with Durham County’s Strategic Plan:  
Sustainable Infrastructure and Environment Community Infrastructure – Plan for long-term use of County land, facilities, and equipment & Preserve and Restore the natural and built environment.

### **Procurement Background**

The original construction contract was awarded through a formal competitive bidding process. January 22, 2025, an Invitation for Bid (IFB No 25-013R2) for Generator for Northern



Convenience Site was advertised and mailed to potential proposers. One response was received on March 27, 2025 and was evaluated. Wilson and Cofield Electric Services, Inc was determined to be the apparent lowest responsive and responsible bidder. The Board approved the construction contract on May 27, 2025, awarding IFB No. 25-013R2 to Wilson & Cofield Electric Service, Inc. This change order is within the scope of the original contract.

This was approved by DCM Jones on April 21, 2026

**Type of purchase**

- Goods
- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair

**Did this request for purchase go through a bid process? Yes  No**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*

*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes  No**

If no, why?

\_\_\_\_\_  
N/A  
\_\_\_\_\_



**Fiscal Impact**

The total contract amount for this project is \$440,259.07. This project will be funded through the County’s Capital Improvement Plan (CIP) through fund 4004170000, 4190420000, 419420017079301.

**Recommendation**

The County Manager recommends that the Board authorize the County Manager to execute Change Order No. 001 in the amount of \$5,304.07, and authorize an 10% construction contingency of the original contract amount (\$39,541.36) for a total project amount of \$440,259.07, with the County Manager authorized to approve and execute future change orders and amendments if cost of future Amendments have been allocated within the Capital Improvement Projects for Buildings.