

CITY OF SPOKANE DEPARTMENTAL POLICY AND PROCEDURE	DEPT 4490-10-07 LGL 2010-0008
TITLE: CAPITAL IMPROVEMENTS TO THE WASTE TO ENERGY FACILITY EFFECTIVE DATE: January 21, 2010 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 The City of Spokane constructed the Waste-to-Energy Facility ("Facility") in the late 1980's. Under special state law authority, the City entered into agreements with Wheelabrator Spokane Inc. ("Wheelabrator") to construct, manage, maintain, utilize, or operate the Waste-to-Energy Facility (a public solid waste handling system). Article 9 of the Operations and Maintenance Agreement sets forth how the City and Wheelabrator will handle capital improvements.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Spokane Regional Solid Waste System.

3.0 REFERENCES

RCW 35.21.152
OPR 87-586 (Operations and Maintenance Agreement)
Chapter 7.06 SMC

4.0 DEFINITIONS

- 4.1 "Capital Project" means additions, changes, modifications, or alterations to the Facility.
- 4.2 "Facility" means the Waste to Energy Facility.

5.0 POLICY

- 5.1 It is the policy of the Spokane Regional Solid Waste System to receive city council approval for capital improvements to the Facility and to follow City contracting procedures as applicable.

6.0 PROCEDURE

6.1 Project Requests:

- 6.1.1 Requests for capital projects may be initiated by either the City or Wheelabrator Spokane, Inc. pursuant to the Operation and Maintenance Agreement.
- 6.1.2 Wheelabrator shall furnish the City with a statement of work, a firm price quotation for design and construction, an estimated completion schedule, a schedule of payments and other documentation as required by the Agreement. Wheelabrator shall include its overhead costs in the price quotation.

6.2 Prior Approval:

- 6.2.1 Requests for capital projects greater than \$90,000 require prior approval by the city council before initiation.
- 6.2.2 Requests for capital projects greater than \$50,000 require prior approval by the division director of public works and utilities.
- 6.2.3 The \$90,000 shall include all construction costs including Wheelabrator's overhead and sales tax. It does not include design costs.

6.3 Change Orders:

- 6.3.1 Projects greater than \$90,000:

- a. Change orders totaling less than ten percent (10%) of the project cost, not to exceed \$100,000 may be authorized by the director of the Spokane regional Solid Waste System when an administrative reserve has been established by the city council.
- b. Change orders totaling greater than ten percent (10%) of the project cost or that exceed a total of \$100,000 require approval by the city council.

6.3.2 Projects up to \$90,000:

- a. Change orders may be authorized by the director of the Spokane Regional Solid Waste System provided the revised contract amount does not exceed \$90,000.
- b. Change orders resulting in a revised contract amount exceeding \$90,000 require city council approval

6.4 Contract Compliance

6.4.1 The City and Wheelabrator shall comply with all federal, state and local laws applicable to the project.

6.4.2 The department shall be responsible for monitoring Wheelabrator's compliance with state prevailing wage laws. Copies of the documentation shall be provided to the City's Accounting Department upon request.

7.0 RESPONSIBILITIES

The director of the Spokane Regional Solid Waste System shall administer this policy.

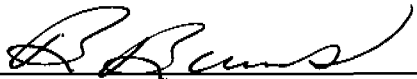
8.0 APPENDICES

None

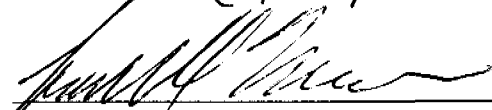
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APPROVED BY:



City Attorney (Asst)



Director

1-6-10
Date

1/6/10
Date