

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Josh Peters, County Administrator

From: Monte Reinders, P.E., Public Works Director/County Engineer

Agenda Date: August 18, 2025

Subject: Change Order No. 4, Ovivo USA, LLC
Port Hadlock Wastewater Project

Statement of Issue: Execution of Change Order No. 4 to the contract with Ovivo USA, LLC for supply of the Membrane Bioreactor (MBR) wastewater treatment plant equipment for Port Hadlock.

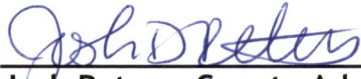
Analysis/Strategic Goals/Pro's & Con's: Change Order No. 4 adds \$4,050.00 (plus 9.2% WSST) to the Ovivo contract. The proposed change to the contract includes an Ovivo provided pH analyzer and its integration into the overall plant operating program. The integration will allow automatic adjustments to maintain the pH in the treatment process.

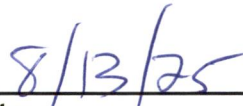
Fiscal Impact/Cost Benefit Analysis: Change Order No. 4 is for \$4,050.00 (plus 9.2% WSST), therefore, the new total contract price is \$1,872,185.77 (plus WSST). The project is funded at 100% by the Department of Commerce through the American Rescue Plan Act, State and Local Fiscal Recovery Funds.

Recommendation: Public Works recommends that the Board sign Change Order No. 4 where indicated and return signed change order to Public Works for further processing.

Department Contact: Samantha Harper, P.E., (360) 385-9175.

Reviewed By:


Josh Peters, County Administrator


Date

CHANGE ORDER NO.: 4

Owner: **Jefferson County**
 Engineer: **Tetra Tech**
 Contractor: **Ovivo USA, LLC**
 Project: **Port Hadlock Wastewater**
 Contract Name: **Port Hadlock Wastewater**

Owner's Project No.: **405-21140**
 Engineer's Project No.: **N/A**
 Contractor's Project No.:

Date Issued: **7/30/2025**

Effective Date of Change Order: **Upon Execution
by all parties**

The Contract is modified as follows upon execution of this Change Order:

Description:

Ovivo to provide pH analyzer and integrate into the overall plant operating program to allow automated adjustments to the chemical feed for pH control.

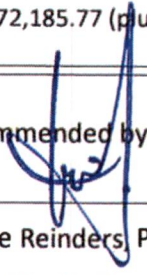
Attachments:

See attached proposal dated 7/29/2025

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 1,395,158.00 (plus WSST)		Substantial Completion:	Per Article 2.02 (Original Contract)
		Ready for final payment:	Per Article 2.02 (Original Contract)
Increase from previously approved Change Orders Nos. 1 - 3:		Increase from previously approved Change Orders No.1 to No. 1:	
\$ 472,977.77 (plus WSST)		Substantial Completion:	N/A
		Ready for final payment:	N/A
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 1,868,135.77 (plus WSST)		Substantial Completion:	N/A
		Ready for final payment:	Per Payment Schedule in Change Order 2 Proposal, pp.5-6.
Increase this Change Order:		[Increase] [Decrease] this Change Order:	
\$ 4,050.00 (plus WSST)		Substantial Completion:	N/A
		Ready for final payment:	
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 1,872,185.77 (plus WSST)		Substantial Completion:	Per Article 2.02 (Original Contract)
		Ready for final payment:	Per Payment Schedule in Proposal, p. 2.

Recommended by Engineer (if required)

Accepted by Contractor

FOR:  **Monte Reinders, P.E.**
Public Works Director


Eric Schaefer
Ovivo Project Manager

8/12/2025

Authorized by

Heidi Eisenhour
Chair, Jefferson County Board of Commissioners

Date

Ovivo SiC Systems

2300 Greenhill Dr. #100
Round Rock, TX 78664



Worldwide Experts in Water Treatment

ECN 013 for pH Analyzer to Port Hadlock

Date

July 29, 2025

Prepared By

Ovivo
2300 Greenhill Dr. #100
Round Rock, TX 78664

Services Performed For:

Port Hadlock
623 Sheridan St
Port Townsend, WA 98368

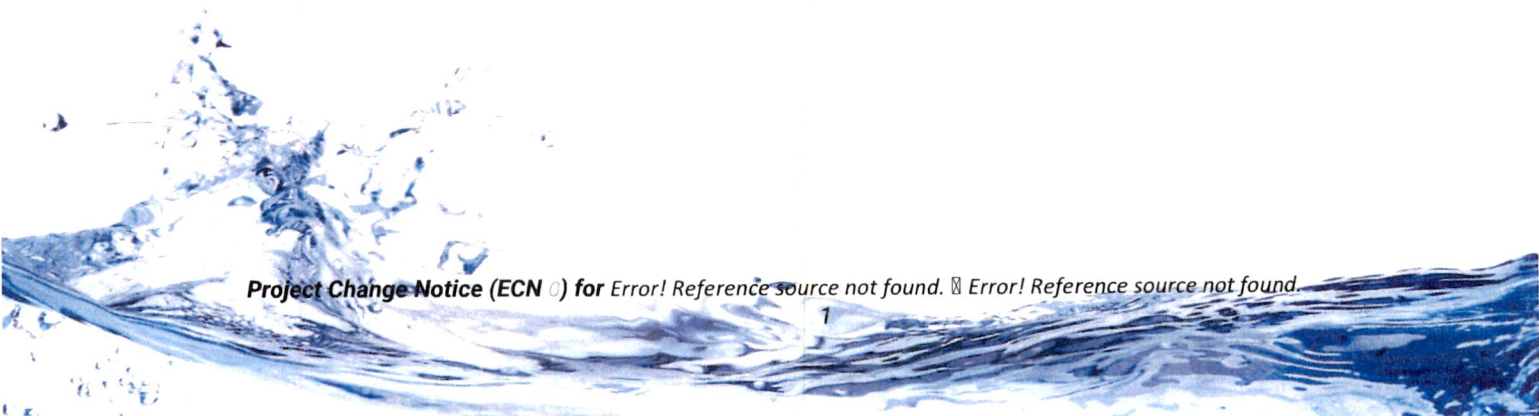
This External Change Notice (ECN) is issued pursuant to the current contract between **Port Hadlock** ("Client") and Ovivo ("Vendor"), effective **July 29, 2025**. This ECN is subject to the terms and conditions contained in the contract between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the contract. In the event of any conflict or inconsistency between the terms of this ECN and the terms of the contract, the terms of this ECN shall govern and prevail.

Proposal Overview

Ovivo to provide pH analyzer and integrate into the overall plant operating program to allow automated adjustments to the chemical feed for pH control.

Ovivo Scope of Supply

- Provision of Hach pH probe – DPD1P1.1
- Provision of Hach probe pole mounting kit – 9253000
- Provision of 8hrs of programming labor to integrate pH probe into plant program



Out of Scope Items

- Installation and mounting of probe and probe mounting kit, including any modification needed to tank grating
- Connection of electrical wiring between probe and Ovivo controller or panel, including conduit runs
- Assistance by member of operations staff to calibrate set points of program once installed and system is active

Supporting Documentation & Attachments

- 234-1253 - Ovivo probe assembly drawing

Delivery Details

- Two to Four weeks once PO is placed, delivered to job site

Purchase Price

Item	Description	Sell Price (CAD)
1	Probe and Probe Mounting Kit	\$2,850
2	8hrs programming support	<u>\$1,200</u>
Total:		\$4,050

Payment Schedule

- 100% of proposal price to be paid upon acceptance.

Pricing and Commercial Terms

- Standard Terms are 30 days NET, interest charged at 1 ¼% per month (18%) per annum on

outstanding balances. Please refer to contract terms for a reference point

- Pricing are net, taxes are not included
- Prices are valid for 30 days from proposal issuance date. If a formal purchase order is not received and accepted within this validity period Ovivo reserves the right to review and adjust pricing and lead times as necessary.
- Prices are quotes in CAD unless otherwise noted
- No allowances have been included for bonds of any kind

Warranty

- Warranty terms will remain consistent with Ovivo project proposal.

Proprietary and Confidential Information

The attached document contains proprietary and confidential information and is submitted under a confidential relationship. By accepting this document the recipient agrees:

- It will not disclose to third parties or use any drawings, specifications, designs, processes or information supplied by Ovivo in any manner detrimental to the interests of Ovivo;
- Any special features particular to this design and information gained as a result of this document shall be treated as confidential and shall be the property of Ovivo and will not be incorporated in whole or in part in other projects unless recipient obtains written permission from Ovivo to do so;
- Not to copy in whole or in part nor reveal its contents in any manner or for any purpose except for the purpose stated herein;
- The foregoing applies without limitation to all documents prepared by Ovivo in connection with this submission and the recipient acknowledges that this document involves confidential rights of Ovivo and all design, manufacturing, reproduction, use and sale rights regarding same are expressly reserved.

Approval and Acceptance

In order to move forward with this change request Ovivo requires that the below be signed off and returned to the Ovivo Project Manager. Upon acceptance, a revised PO will need to be issued to include additional scope.

Port Hadlock

Ovivo Project Manager

By:
Samantha Harper
Project Manager

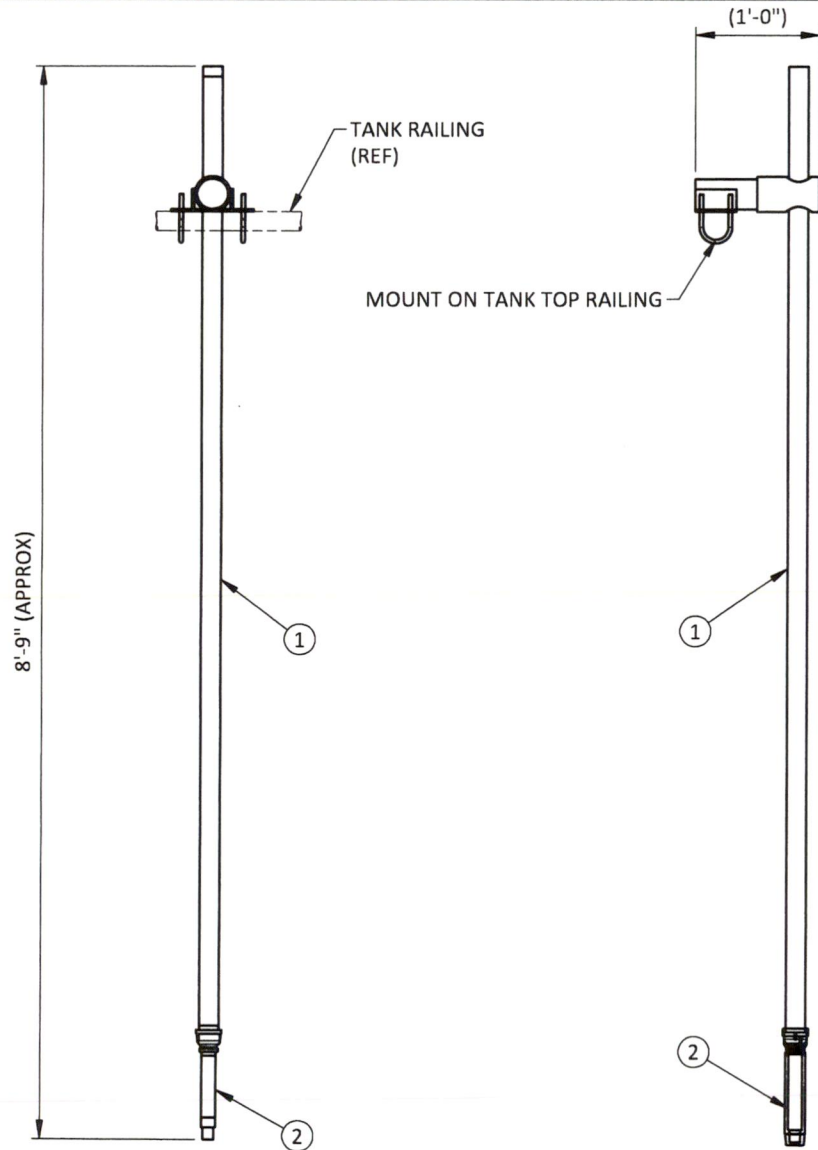
By:
Eric Schaefer
Project Manager

Eric Schaefer

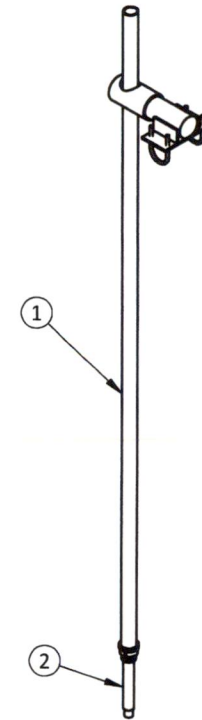
Date:

Date:

7/29/2025



ITEM	QTY	DESCRIPTION	PART NUMBER	MATERIAL	WEIGHT
1	1	PROBE, POLE MOUNTING KIT HACH 9253000	322-00546	304LSS	26.131
2	1	PROBE,PH,HACH DIGITAL,PEEK, DPD1P1	516-54	AS NOTED	0.455



SHOP NOTES: (UNLESS OTHERWISE SPECIFIED)

1. ALL DIMENSIONS ARE $\pm 1/16"$.
2. DIMENSIONS ARE TO CENTER LINES OF HOLES / SLOTS.
3. BREAK AND DEBUR ALL SHARP CORNERS AND EDGES.
4. DIMENSIONS WITHIN () ARE FOR Q.C. / REFERENCE ONLY.

ID #	234-1253
QUANTITY	
MATERIAL	SEE BOM
FINISH	SEE BOM
COST CLASS	
WEIGHT	27.5 lbmass

B SIZE SHEET (DO NOT SCALE PRINTS)	
DRAWN BY	SMD
CHECKED BY	
DATE (mm/dd/yyyy)	8/3/2023
PROJECT	STANDARD
REF	LAW013-1-400-3

ASSEMBLY, BRACKET, PROBE, pH
ASSEMBLY DETAILS



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INITIAL RELEASE	011691	YM	SC	09/2023	A
REVISION DESCRIPTION	EN/ECO	BY	CHECK'D	DATE	REV

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WORKMANSHIP STANDARD ES0001 APPLIES

DWG
NO.

234-1253

SHEET
1 OF 1
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REVISION