

SUBJECT: APPROVAL OF CHANGE ORDER NO. SIX FOR CONTRACT NO. 22-135B WITH SHANNON & WILSON INC. FOR THE LANDFILL WATER QUALITY SERVICES CONTRACT TO ADD \$22,532.00 FOR FISCAL YEAR 2027.

AGENDA OF: June 2, 2026

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Originator	X Kierstyn Hollibaugh Signed by: Kierstyn Hollibaugh
Solid Waste Division Manager	X Jeff Smith Signed by: Jeff Smith
Public Works Director	X Tom Adams, P.E. Signed by: Tom Adams
Purchasing Director	X R Krafft Signed by: R Krafft
Finance Director	X Cheyenne Heindel Signed by: Cheyenne Heindel
Borough Attorney	X Nicholas Spiropoulos Signed by: Nicholas Spiropoulos
Borough Manager	X Michael Brown Signed by: Michael Brown
Borough Clerk	X Brenda J. Henry for Signed by: Brenda Henry

ATTACHMENT (S): Fiscal Note (1pp)
Change Order No. Six (4pp)

SUMMARY STATEMENT: The Solid Waste Division of Public Works is requesting approval of Change Order Six to the agreement with Shannon & Wilson Inc. for our continued water quality monitoring, as required by the State of Alaska Department of Environmental Conservation (ADEC).

On June 15th, 2022, the Matanuska-Susitna Borough entered into an agreement with Shannon & Wilson Inc. for water quality monitoring

services for Central Landfill and three other closed Borough landfills. Over the past several years, costs for laboratory services have increased significantly due to expanded regulatory testing requirements and consolidation within the laboratory services industry.

Change Order One renewed the contract for FY24. Change Orders Two and Three increased funding for services related to increased laboratory costs adding \$27,135 in new annual contract fees.

Change order four amended the scope of services for installation of a newly required monitoring well at Smith Ballfield with a one-time cost of \$11,779.

Change Order Five for FY26 increased costs for both labor and laboratory costs by an additional \$15,611.

Administration has reached the change order authority established in MSB 3.08.170 (C) (2) and is requesting the approval of Change Order Six for FY27 to address further increases in regulated laboratory testing and labor costs in the amount of \$22,532 for a base annual contract rate of \$286,523.00.

RECOMMENDATION OF ADMINISTRATION: Approve Change Order No. Six for Contract No. 22-135B with Shannon & Wilson Inc. for the Central Landfill Water Quality Services Contract to add \$22,532.00 for Fiscal Year 2027.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: 6/2/2026

SUBJECT: APPROVAL OF CHANGE ORDER NO. SIX FOR CONTRACT NO. 22-135B WITH SHANNON & WILSON INC. FOR THE LANDFILL WATER QUALITY SERVICES CONTRACT TO ADD \$22,532.00 FOR FISCAL YEAR 2027

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$22,532.00	FUNDING SOURCE Solid Waste
FROM ACCOUNT # 510.150.416 4xx.xxx	PROJECT
TO ACCOUNT:	PROJECT #
VERIFIED BY: X <u>L i e s e l Z a n t o</u> 5 / 1 9 / 2 0 2 6 _____ S i g n e d b y : L i e s e l Z a n t o	

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual		22.5				
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING		22.5				

CAPITAL						
---------	--	--	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

FUNDING: (Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		22.5				
TOTAL		22.5				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

APPROVED BY:	5 / 1 9 / 2 0 2 6
X <u>C h e y e n n e H e i n d e l</u>	
S i g n e d b y : C h e y e n n e H e i n d e l	



MATANUSKA-SUSITNA BOROUGH
PURCHASING DIVISION

CONTRACT AMENDMENT/CHANGE ORDER ROUTING SHEET

GENERAL INFORMATION		
Date Prepared: 5/11/2026	Change Order No.: 6	
Contract No.: 22-135B		
Contract Name: WATER QUALITY MONITORING SERVICES		
CHANGE REASON		
Contract Amendment is necessary per Borough Code Section 3.08.170: (Check the reason(s) that apply)		
<input type="checkbox"/>	#1: To change the quantity ordered or date of delivery under contract for supplies, where necessary to meet unforeseen borough requirements. (Attach Assembly approved legislation if applicable).	
<input type="checkbox"/>	#2: To change the quantity of services or professional services to be rendered, or to change the scope of a project under a contract for services or professional services wherever necessary to meet unforeseen changes in borough requirements.	
<input type="checkbox"/>	#3: To change the scope of a project or the scope of services or professional services under a construction contract to meet unforeseen borough requirements, or to change the specifications under a construction contract because unforeseen conditions render the original specifications impracticable.	
<input checked="" type="checkbox"/>	#4: To change the time for completing a project under a contract for services, professional services or construction. (Attach Assembly approved legislation if applicable).	
<input type="checkbox"/>	#5: To correct an error in contract specifications made by the borough in good faith or to resolve a good faith dispute between the borough and a contractor as a party's rights and obligations under the contract.	
<input type="checkbox"/>	#6: To change administrative provisions of a contract without materially altering the contract terms governing the quantity or quality of supplies, services, professional services or construction furnished the borough.	
ACCOUNTING SUMMARY		
Top Level GL:	510.150.416 429.710	
Project Number:		
Project Number:		
CONTRACT SUMMARY		
Original Contract Amount:	\$221,245.00 (ANNUAL)	
Previous Additions:	\$54,525.00	
Previous Deductions:	\$0.00	
Current Contract Amount	\$263,991.00 (ANNUAL)	
Modification Authorizing Action Memorandum Number:		
ACCEPTANCE & APPROVAL		
Order	Workflow	Reviewed/Approval By:
1	Originator/Requestor	Kierstyn Hollibaugh <small>Digitally signed by Kierstyn Hollibaugh Date: 2026.05.11 10:48:46 -08'00'</small>
2	Division Manager	Jeff Smith <small>Digitally signed by Jeff Smith Date: 2026.05.11 12:12:04 -08'00'</small>
3	Department Director	Tom Adams, PE <small>Digitally signed by Tom Adams, PE Date: 2026.05.12 11:07:24 -08'00'</small>
4	Purchasing Coordinator	
5	Accounting	
6	Finance Director	
7	Purchasing Coordinator	



MATANUSKA-SUSITNA BOROUGH
PURCHASING DIVISION

CONTRACT AMENDMENT/CHANGE ORDER

General Information			
Change Order No.:	6	Date Prepared:	5/11/2026
P.O. No.:	TBD	Current Completion Date:	6/30/2026
Contract No.:	22-135B	Current Contract Amount:	\$263,991.00 (ANNUAL)
Contract Name:	WATER QUALITY MONITORING SERVICES		
Vendor Name:	SHANNON & WILSON		
Mailing Address:	5430 FAIRBANKS ST #3, ANCHORAGE, AK 99518		
Email Address:	JUDY.HEPNER@SHANWIL.COM		
Description of Change			
<p>The following change(s) to the above Contract are made in accordance with the terms of the contract and the conditions outlined below. This document will serve as an amendment to the Contract, and all provisions of the Contract shall remain applicable.</p> <p>This change order executes renewal options four (4) of four (4) to extend the contract expiration date to 6/30/2027 using FY27 funds. Labor and laboratory costs have increased for FY27, resulting in a contract increase of \$22,532.00 for this renewal year.</p>			
Change Order Summary			
Calendar Days (+/-):	365	New Completion Date:	6/30/2027
Amount of Change Order (\$):	\$22,532.00	New Contract Amount:	\$286,523.00 (ANNUAL)
Acceptance & Approval			
<p>No vendor may provide supplies, services, professional services, or construction to the borough until the Borough's Purchasing Officer has reviewed and signed this amendment. MSB 3.08.170</p>			
Recommended By:	Jeff Smith	Digitally signed by Jeff Smith Date: 2026.05.11 12:12:26 -08'00'	_____
	MSB Requesting Department Representative		Date
Accepted By:	Dan P. McMahon, PMP	Digitally signed by Dan P. McMahon, PMP DN: cn=Dan P. McMahon, PMP, c=US, o=Shannon & Wilson, email=dan.mcmahon@shanwil.com Date: 2026.05.11 15:09:55 -08'00'	_____
	Vendor Authorized Representative		Date
APPROVAL:	_____		_____
	MSB Purchasing Officer		Date

May 7, 2026

Matanuska-Susitna Borough
Solid Waste Division
A350 East Dahlia Avenue
Palmer, Alaska 99645

RE: COSTS FOR FISCAL YEAR 2027 MATANUSKA-SUSITNA BOROUGH LANDFILL
WATER QUALITY MONITORING PROGRAM SERVICES

Dear Mr. Jeff Smith:

Shannon and Wilson is pleased to submit our Summary Cost Estimate for the fiscal year 2027 (FY2027) Matanuska-Susitna Borough (MSB) Water Quality Monitoring Services Contract 22-135B encompassing the period of July 1, 2026 to June 30, 2027.

The costs to conduct the MSB landfill water quality monitoring program in FY2027 have changed from FY2026 due to:

- Analytical Laboratory Unit Costs
 - Energy Laboratory has increased their rates.
- Shannon & Wilson Labor Cost Adjustments
 - Hourly rate increase from FY2026 to FY2027

These cost changes have been incorporated into the attached Summary Cost Estimate. Note that the level of effort for the water quality monitoring program (number of hours, number of project samples, etc.) has not been changed from FY2026.

If you have questions regarding the FY2027 estimated costs, please call Judy Hepner at (907)433-3241.

Sincerely,

SHANNON & WILSON

Dan P. McMahon, PMP
Vice President

Enc. Summary Cost Estimate

**MSB LANDFILL WATER QUALITY MONITORING PROGRAM MANAGEMENT SERVICES
FISCAL YEAR 2026 SUMMARY COST ESTIMATE**

Item No.	Description	#	unit	unit price		<u>COSTS</u>
<u>CENTRAL LANDFILL SAMPLING AND ANALYSIS</u>						
1	Task 1A: Water Quality Sampling (June)	1	task	@	\$15,295	/task = \$15,295
2	Task 1B: Water Quality Sampling (December)	1	task	@	\$16,645	/task = \$16,645
3	Task 2A: Laboratory Services (June)	1	task	@	\$29,365	/task = \$29,365
4	Task 2B: Laboratory Services (December)	1	task	@	\$19,050	/task = \$19,050
5	Task 3A: Water Quality Report (June)	1	task	@	\$13,875	/task = \$13,875
6	Task 3B: Water Quality Report (December)	1	task	@	\$18,865	/task = \$18,865
7	Task 4A: Data Management (June)	1	task	@	\$1,268	/task = \$1,268
8	Task 4B: Data Management (December)	1	task	@	\$1,268	/task = \$1,268
9	Task 5: Program Management	1	task	@	\$11,280	/task = \$11,280
<u>BIG LAKE LANDFILL SAMPLING AND ANALYSIS</u>						
10	Task 1A: Water Quality Sampling (March)	1	task	@	\$6,086	/task = \$6,086
11	Task 1B: Water Quality Sampling (September)	1	task	@	\$2,238	/task = \$2,238
12	Task 2A: Laboratory Services (March)	1	task	@	\$3,957	/task = \$3,957
13	Task 2B: Laboratory Services (September)	1	task	@	\$1,585	/task = \$1,585
14	Task 3A: Water Quality Report (March)	1	task	@	\$4,290	/task = \$4,290
15	Task 3B: Water Quality Report (September)	1	task	@	\$3,090	/task = \$3,090
16	Task 4A: Data Management (March)	1	task	@	\$293	/task = \$293
17	Task 4B: Data Management (September)	1	task	@	\$368	/task = \$368
<u>BUTTE LANDFILL SAMPLING AND ANALYSIS</u>						
18	Task 1A: Water Quality Sampling (May)	1	task	@	\$2,583	/task = \$2,583
19	Task 1B: Water Quality Sampling (October)	1	task	@	\$2,583	/task = \$2,583
20	Task 2A: Laboratory Services (May)	1	task	@	\$3,976	/task = \$3,976
21	Task 2B: Laboratory Services (October)	1	task	@	\$5,750	/task = \$5,750
22	Task 3A: Water Quality Report (May)	1	task	@	\$4,590	/task = \$4,590
23	Task 3B: Water Quality Report (October)	1	task	@	\$4,590	/task = \$4,590
24	Task 4A: Data Management (May)	1	task	@	\$293	/task = \$293
25	Task 4B: Data Management (October)	1	task	@	\$293	/task = \$293
<u>SMITH BALLFIELDS SAMPLING AND ANALYSIS</u>						
26	Task 1A: Water Quality Sampling (March)	1	task	@	\$10,159	/task = \$10,159
27	Task 1B: Water Quality Sampling (June)	1	task	@	\$9,619	/task = \$9,619
28	Task 1C: Water Quality Sampling (September)	1	task	@	\$9,619	/task = \$9,619
29	Task 1D: Water Quality Sampling (December)	1	task	@	\$10,159	/task = \$10,159
30	Task 2A: Laboratory Servicesg (March)	1	task	@	\$10,346	/task = \$10,346
31	Task 2B: Laboratory Services (June)	1	task	@	\$11,056	/task = \$11,056
32	Task 2C: Laboratory Services (September)	1	task	@	\$11,056	/task = \$11,056
33	Task 2D: Laboratory Services (December)	1	task	@	\$10,346	/task = \$10,346
34	Task 3A: Water Quality Report (March)	1	task	@	\$7,680	/task = \$7,680
35	Task 3B: Water Quality Report (June)	1	task	@	\$7,080	/task = \$7,080
36	Task 3C: Water Quality Report (September)	1	task	@	\$7,080	/task = \$7,080
37	Task 3D: Water Quality Report (December)	1	task	@	\$7,080	/task = \$7,080
38	Task 4A: Data Management (March)	1	task	@	\$443	/task = \$443
39	Task 4B: Data Management (June)	1	task	@	\$443	/task = \$443
40	Task 4C: Data Management (September)	1	task	@	\$443	/task = \$443
41	Task 4D: Data Management (December)	1	task	@	\$443	/task = \$443
TOTAL BID AMOUNT (ITEMS 1-41):						\$286,523