

Town of Windsor

Memorandum

August 13, 2013

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Police Department Renovations Change Order

I am enclosing a change order request from J.R. Wills & Sons, Inc. This change order is to add carpet in the three rooms that were originally slated to have the hardwood floors refinished in them, and to add chair railing to three rooms.

The amount of the change order is \$8,614.00. The cost of the change order can be covered in the Space Needs Fund.

I have enclosed a memorandum from the Chief that explains this change order in greater detail.

If there are any questions, I will have Chief Reynolds available to answer them.

This is for Council's discussion and action.

INTEROFFICE MEMORANDUM

TO: MICHAEL STALLINGS – TOWN MANAGER
FROM: A.V. REYNOLDS – CHIEF OF POLICE
SUBJECT: REQUEST FOR CHANGE ORDER NO. 2
DATE: 08/07/2013
CC: RITA RICHARDSON, HONORABLE MAYOR & WINDSOR TOWN COUNCIL

Sir:

After researching the use of the wood floors in the new building and consulting with several others to include the contractors, I believe that it would be safer to carpet the entire structure of the new police headquarters. As it stands now, the only area that will be carpeted is the Emergency Operations Center and the Evidence Room. These areas must be carpeted because there was no hardwood flooring in these portions of the building. It was my intent to use the wood floors because I felt they were aesthetically pleasing, would keep some of the original look to the building and were useable until we could afford to have the floors refurbished.

After having had several conversations that were educational to me, I feel that carpet should be used instead of the wood floors to help prevent someone slipping and falling inside the building. As ordered I have requested our contractor to provide us with a request for change order showing the cost to complete this action so that our council can consider this additional item.

As always, I want to insure that I give full disclosure to you, my council that has worked so hard to give us what we need to succeed and our residents who deserve to know all that I can tell them about what we are spending their money on. Although the floors do not look very good in their current state, they are serviceable and it was my original intent to keep them until our council decided that it was time to refurbish them. In the interest of safety however, I believe that we should take this to council and request their consideration.

As instructed and discussed, I have had the contractor put chair rails in the offices to protect the walls. The cost was \$1,060.00 installed. The chair rails were needed prior to painting the walls or it would have been more expensive so I instructed the contractor to complete the task. Painting was scheduled to be completed before I could bring the request to council for approval for additional funds from space needs and did not want to wait and have the item become more expensive. Because of the necessity to authorize the item in the time that I did, I will await direction from you and council on whether or not you want me to use funds to pay for that purchase from existing police funds.



A.V. Reynolds, Chief of Police

J. R. Wills & Sons, Inc.

Request for Change Order No. 2

August 2, 2013

Town of Windsor
Attn: Mr. Michael Stallings
Project: Windsor Police Building

Description of Work:
Add carpet in Chiefs Office, Halfway and 3 Offices. Demo shoe molding, install new shoe molding.
Add Chair Rail in 3 Offices.

Add Carpet, Shoe Molding	\$ 6,431.00
Add Chair Rail 3 Offices & Paint	\$ 1,060.00
Subtotal:	\$ 7,491.00
Contractor P & O	\$ 1,123.00
Total Change Order:	\$ 8,614.00

Authorized Signature of Acceptance: _____

Date: _____

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