

# Town of Windsor

## Memorandum

April 9, 2024

**TO:** The Honorable Mayor and Town Council  
**FROM:** William G. Saunders, IV, Town Manager WGS IV  
**SUBJECT:** Budget Amendment - Windsor Police Department Floor Repair / Replacement

### Background

It has become apparent that repairs to the floor structure and replacement of flooring materials are needed in areas of the Windsor Police Department building.

### Specifics

Two areas require repairs:

One of the restroom areas has rotten subflooring and floor joists beneath the tile flooring due to an unknown leak in the plumbing. In this area the tile flooring and damaged structural elements will be removed and replaced with new materials, to include new a new toilet and LVP vinyl flooring; the proposed cost for this is \$9,250.

The other area is the holding room where existing vinyl flooring is becoming detached from the underlayment and damaged. The proposal covers the removal of the old flooring and replacement with LVP vinyl; the proposed cost for this is \$2,850.

The total cost of these repairs / replacements is \$12,100.

Three quotes were attempted for this project; however, two contractors were non-responsive. Going forward with the proposal from Kreative Interior Building is recommended.

Funding of this project is recommended to be from ARPA funds, to be transferred to the Building Repairs and Maintenance line item in the Public Works section of the General Fund.

### Recommendation

For Council's consideration

### Enclosures

Floor repair/replacement proposals

*KREATIVE INTERIOR  
BUILDING*

KENNETH BRITT  
4252 STEVENS DRIVE  
CARRSVILLE, VA 23315  
TELEPHONE: 757-620-0706

DATE: 3/23/24  
CUSTOMER: TOWN OF WINDSOR  
JOB: WINDSOR POLICE DEPT. BATHROOM REPAIR

ESTIMATE/PROPOSAL

KIB WILL PROVIDE LABOR, MATERIALS, AND DISPOSAL FOR THE FOLLOWING:

- DEMO EXISTING TILE FLOOR IN THE HOLDING ROOM BATHROOM.
- REMOVE TOILET AND PLUMBING ASSOCIATED WITH IT.
- REMOVE THE ROTTEN SUBFLOORING AND JOIST AS NECESSARY.
- DIG AND POUR CONCRETE FOOTINGS TO SUPPORT ADJUSTABLE JACKS TO SUPPORT NEW GIRDERS.
- INSTALL NEW GIRDERS SUPPORTING NEW FLOOR JOIST.
- INSTALL NEW PLUMBING FOR THE NEW TOILET AND RECONNECT SECONDARY DRAIN CONNECTIONS TO THE MAIN DRAIN.
- INSTALL NEW SUBFLOOR.
- INSTALL NEW LVP FLOORING.
- INSTALL NEW TOILET.

WE HAVE NO INTENTION OF REMOVING THE TILE FROM THE WALLS OR REMOVING THE SHOWER. IF IT IS DECIDED THAT IT SHOULD BE REMOVED, OR REQUESTED TO HAVE IT REMOVED, IT WILL BE REMOVED AT AN ADDITIONAL COST.

THERE IS A POSSIBILITY OF ADDITIONAL WORK NEEDING TO BE PERFORMED ONCE WE HAVE OPENED THE STRUCTURE. IF ANY IS FOUND, WORK WILL STOP, WE WILL DISCUSS WITH PARKER AND THE CHIEF AS TO THE UNEXPECTED ISSUES AND POSSIBLE COST ASSOCIATED FOR THE REPAIRS.

TAX ID NO. 27-1425556

CLASS A CONTRACTOR LICENSE CLASSIFICATION BLD NO. 2705-132699A

KENNETH BRITT \_\_\_\_\_

WILLIAM SAUNDERS \_\_\_\_\_

THIS IS STRICTLY AN ESTIMATE AND PRICE IS SUBJECT TO CHANGE DUE TO MATERIAL COST, ADDITIONAL LABOR COST DUE TO UNKNOWN OR UNFORESEEN ISSUES. BY SIGNING THIS PROPOSAL KIB HAS BEEN GRANTED TO PERFORM THE WORK DESCRIBED ABOVE AND YOU AGREE TO PAY IN FULL THE AMOUNT DUE AT THE COMPLETION OF THE JOB.

TOTAL \$9,250.00

VOID AFTER 30 DAYS

*KREATIVE INTERIOR*  
*BUILDING*

KENNETH BRITT  
4252 STEVENS DRIVE  
CARRSVILLE, VA 23315  
TELEPHONE: 757-620-0706

DATE: 3/23/24  
CUSTOMER: TOWN OF WINDSOR  
JOB: WINDSOR POLICE DEPT. HOLDING ROOM FLOOR

ESTIMATE/PROPOSAL

KIB WILL PROVIDE LABOR, MATERIALS, AND DISPOSAL FOR THE FOLLOWING:

- REMOVE THE TABLE, STOOL, AND BENCH FROM THE HOLDING ROOM.
- PREPARE THE EXISTING VINYL FLOORING TO BE ABLE TO INSTALL NEW LVP FLOORING.
- INSTALL NEW LVP FLOORING, THRESHOLDS AND TRIM AS NEEDED.

THE FLOORING ALLOWANCE IS \$5.00 PER SQUARE FOOT. THAT SHOULD BE ENOUGH TO PROVIDE A COMMERCIAL GRADE FLOORING PRODUCT WITH A MINIMUM 20MIL WEAR LAYER. IF A PRODUCT IS CHOSEN HIGHER OR LOWER IN COST, WE WILL ADJUST PRICING ACCORDINGLY.

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TOTAL \$2,850.00

VOID AFTER 30 DAYS