

Town of Windsor

Memorandum

May 10, 2022

TO: The Honorable Mayor and Town Council

FROM: William G. Saunders, IV, Town Manager W.G.S. IV

SUBJECT: Budget Transfer – Police Department HVAC Repairs

This is a request to transfer \$4,768.00 from the General Fund Contingency line (45862) to the General Fund Building Repairs and Maintenance line (43315).

The HVAC system at the Police Department failed and required the replacement of the compressor unit. Three bids were obtained, with Smith & Keene being the lowest responsive and responsible bid for the work at \$4,768.00.

Enclosures

Smith & Keene Proposal

Recommendation

Approve the budget transfer.

Recommended Motion

Move that Council approve a budget transfer of \$4,768.00 from the General Fund Contingency line (45862) to the General Fund Building Repairs and Maintenance line (43315).



SOUTHSIDE
833 LIVE OAK DR.
CHESAPEAKE, VA 23320
PH- (757) 420-1231
FAX- (757) 420-5340



PENINSULA
1 ELMHURST STREET
NEWPORT NEWS, VA 23603
PH- (757) 873-2194
FAX-(757) 873-0054

PROPOSAL

CUSTOMER : Windsor Police Department
56 W. Windsor Blvd
Windsor, Virginia 23487
Contact : Chief Dan Riddle 242-6799

DATE: 4/1/2022

IT IS AGREED THAT SMITH AND KEENE WILL PROVIDE SERVICE'S LISTED IN THE SCOPE OF WORK BELOW
FOR THE SUM OF \$ See Options below FOR THE FOLLOWING:

Remove existing equipment and install new equipment listed below with materials listed on proposal with labor needed for installation.

- * OPTION #1 : Install Goodman model GSZ140601 replacement heat pump using existing indoor unit for total of \$4,544.00
- ~~OPTION #2 : Install Goodman complete 14-seer system model numbers GSZ140601 heat pump and air handler model ARBF60D14 with all materials and labor needed for installation for total of \$7,418.00~~
- * OPTION #3 : added maintenance plan for \$224.00.

Warranty : 5 year compressor and parts and 1 year labor.

TERMS: 50 % DEPOSIT DUE AT SIGNING AND BALANCE DUE UPON COMPLETION OF WORK. A 2% PER MONTH SERVICE CHARGE (24% ANNUAL RATE) WILL BE ADDED TO ALL DELINQUENT ACCOUNTS, ALSO ATTORNEY'S FEES OF 33 1/3% OF THE UNPAID BALANCE OR ACTUAL ATTORNEY'S FEES AS INCURRED BY SMITH AND KEENE, WHICHEVER IS GREATER, TOGETHER WITH ALL COSTS OF COLLECTION, INCLUDING CHARGES ASSESSED TO SMITH AND KEENE BY ANY COLLECTION AGENCY WILL BE APPLICABLE.

PRICE VALID FOR 30 DAYS

*** PLEASE SIGN AND RETURN ONE COPY OR FAX BACK TO CHRIS OUTTEN @ 420-5340 OR EMAIL TO COUTTEN@SMITHKEENE.COM

BY:

FED. I.D.# 54-0836148

COMPANY: Town of Windsor, VA

DATE: 04/05/2022

RESPECTFULLY SUBMITTED

CHRIS OUTTEN
COMMERCIAL SALES
SMITH & KEENE INC.