

## Town of Windsor

### Memorandum

August 13, 2019

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Approval of Water Line Repair

On the afternoon of July 25<sup>th</sup> we experienced a significant water leak on Church Street. The leak required us to solicit help from an outside contractor due to the fact that it was in the roadway and was fairly deep in the ground

Attached you will find a copy of the invoice for the emergency repair that includes the cost of the equipment the contractor brought out, labor and materials. The total cost of this repair was \$6,575.12. As this was an emergency repair I authorized our Maintenance Supervisor to solicit the help of the contractor once notified of the leak. These funds are already in the Water Fund budget in the System Repairs and Maintenance Line Item.

I recommend that Council approve this expenditure in accordance with our procurement policies.

#### **Recommended Motion**

Move that Council approve the emergency water system repair in the amount of \$6,575.12.



July 29, 2019

Suffolk Utility Construction, Inc.  
98 Kilby Shores Dr., Ste. 100  
Suffolk, VA 23434

Town of Windsor, VA  
8 East Windsor Blvd.  
PO Box 307 Windsor, VA

To Whom It May Concern,

Enclosed is the complete and final invoice for the utility emergency repair work performed on July 25, 2019. We thank you for this opportunity to serve the Town of Windsor. Please keep us in mind for any future utility work that may need to be accomplished.

Respectively,

  
Tammy Worley  
President



APPLICATION FOR PAYMENT

98 Kilby Shores Drive, Suite 100
Suffolk, VA 23434
Ph: 757-923-4200 Fax: 757-923-4400
FEIN# 20-2474387
Contractor's Lic# 2705 100096, Class A

Invoice#: 238-1F
Job#: 238

Payment Application No: One & Final (1F)

Owner or General Contractor Work Performed
Inv# 238-1F \$6575.12
SUFFOLK UTILITY CONSTRUCTION, INC.
07/25/2019 # Pages 1 FP1 DOC81S480

Town of Windsor, VA
8 East Windsor Blvd.
P.O. Box 307
Windsor, VA 23487

Project Name: Emergency Water Repair - 59 Church St.

Application Date: 7/25/2019

Period Work Performed: Approved for Payment: 7/18/2019

1. Total Completed to Date: \$6,575.12

2. Retainage Held (5%): \$0.00

3. Total Completed Minus Retainage (Line 4 -5): \$6,575.12

4. Less Previous Payments Received to Date: TOWN OF WINDSOR \$0.00

5. Amount Due This Application: General Fund \$0.00
Water Dept. \$6,575.12

PAYMENT TERMS: NET 30 DAYS

PAID

Date: 8-16-19
Ch. No.: 5650
Posting Acc. No.:

APPROVED BY:

Thomas L. Wilkey, President
Suffolk Utility Construction, Inc.

7/25/2019
Date

Owner

Date