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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 5/27/2014

RE: Informational: Approved adjustment to previously issued contract for the replacement of an air-conditioner at the Wastewater Plant with August Winters & Sons in the amount of \$700 resulting in a decrease in contingency from \$3,000 to \$2,300. No change to overall contract amount.

A previous action item was approved on October 8, 2013 to award August Winter & Sons a contract for \$62,150 and a contingency of \$3,000 for a contract total not to exceed \$65,150. The attached memo provided to the Committee, at that time of request, had a typographical error that misstated the contract sum as \$62,150 versus \$62,850. In the body of the memo it did reference the correct amount of \$62,850. Though the overall contract sum is not changed, I am providing this information to ensure that the records and final payment reflect this adjustment.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.