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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: August 9, 2016

RE: Informational: Contract 23-15 was awarded to Northern Electric, Inc. for the Municipal Services Building emergency power upgrades in the amount of \$181,900 with a contingency of \$8,100. Four change orders were issued totaling \$4,076.61. Payments issued to date total \$176,677.77. Request to issue the final contract payment of \$9,298.84.

The Municipal Services Building emergency power upgrades are completed. The project includes installing an additional 85 kW generator to handle power loads of desired circuits. In addition, this project, per National Electrical Code (NEC), requires separation of essential and non-essential power loads in panels and a separate transfer switch for each.

Four change orders were issued as noted below, leaving a contingency of \$4,023.39.

CHANGE ORDER	DESCRIPTION	AMOUNT
01	Add entire existing roof top unit to emergency power circuit.	\$1,077.09
02	Install return air damper and controls for new generator to control temperature of generator room during cold weather starts.	\$838.57
03	Install vent piping on natural gas regulator to comply with safety requirements in the event the regulator would fail.	\$349.78
04	Install local disconnect switches for five overhead door motors	\$1,811.17
TOTAL CHANGE REQUEST AMOUNT		\$4,076.61

The Parks, Recreation and Facilities Management Department recommends issuing the final contract payment to Northern Electric, Inc. in the amount of \$9,298.84.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.