

Town of Windsor

Memorandum

June 10, 2014

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Repair Work to Town Hall

As was discussed at the May 27th meeting, we have obtained bids to have the repair work done for the front office. The work to be done includes repairing the cracked plaster, replacement of the carpet and tile, and repainting. We obtained quotes from three contractors, Ronald Cobb, Stanley/Mark Clayton, and J.R. Wills.

The lowest bid was \$6,690 from Ronald Cobb. I have attached the other bids for your review (Mr. Clayton is submitting a revised bid and it was not received by the time packets went out. It will be delivered to you once it is received).

I recommend that Council authorize the Town Manager to execute the contract for this repair work.

Recommended Motion

Move that Council authorize the Town Manager to execute a contract for repair work to the Town Offices with Ronald Cobb in the amount of \$6,690.

Proposal

Phone: 757-650-8715

RONALD A. COBB
Contractor
5289 Duck Town Road
Zuni, Virginia 23898

Proposal Submitted To <i>Town of Windsor</i>		Phone	Date <i>April 21, 2014</i>
Street		Job Name	
City, State and Zip Code <i>Windsor, VA. 23487</i>		Job Location <i>Municipal Building</i>	
Architect	Date of Plans		Job Phone

We hereby submit specifications and estimates for:

Proposed work at Windsor Municipal Building

*Scrape & Repair two coat plaster on walls in front office
Install new carpet & vinyl composition tile at front door.
Carpet & tile equal to existing.
Paint walls & trim with two coats of paint.
Color selected by Town.
All furniture will be removed by Town to start job.*

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

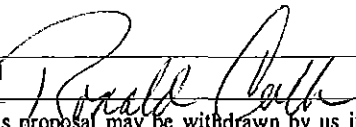
six thousand six hundred ninety & ⁰⁰/₁₀₀ — dollars (\$ 6,690.00)

Payment to be made as follows:

HALF AFTER PAINTING IS COMPLETED AND THE REST AFTER COMPLETION

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized Signature



Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

J. R. Wils + Sons, Inc.

Town of Windsor 2/3/2014

Scope of Work

Town Hall Reception Office \$11,725.00

- Demolition and repair of water damaged plaster
- Cleaning and repair of cracks in walls
- Demo and replace existing Counter Tops
- Demo and replace Carpet and Tile Floors
- Paint Office