



DATE: January 11, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: City Hall HVAC Project Payment No. 1 to Air Express

Budgeted Amount: \$303,800	Actual Amount: \$13,490 of \$280,783	Funding Source: Building/Equipment Fund
--------------------------------------	--	---

Council Should Consider

The Council should consider approving Payment No. 1 to Air Express for the City Hall HVAC Project in the amount of \$13,490.00. The Council should also authorize the Finance Director to carry over any unused budget for this project from 2020 to 2021, since the majority of the work will be completed in 2021.

Discussion

On October 12, 2020, the City Council awarded the City Hall HVAC Project to Air Express in the amount of \$268,560.00 (an additional five percent contingency (\$12,223) was built into the project for a total project cost of \$280,783). The contractor has completed \$14,200.00 of the work, and is requesting payment, less five percent (\$710.00) in retainage, in the amount of \$13,490.00. The City’s engineering consultant, Paulson and Clark, has reviewed and agrees with the payment request.

Budget Impact

This payment is inline with the expected cost of the project and will not have an adverse effect on the budget.

Attachment

- Attachment A: Application and Certificate for Payment
- Attachment B: Schedule of Values