



TO: President Gardiner and Members of the Town Council

FROM: Jill E. DiTommaso, PE
Deputy Town Manager

DATE: January 9, 2023

RE: Town Hall Generator System Upgrades
Change Order Request No. 2

Background

Continental Electric Co. (Continental) has completed installation of the backup generator to provide full power to the Town Hall complex in the event of a power outage. The original contract included an alternate bid item for a walkway around the generator to provide access to the equipment for maintenance purposes.

The contractor has proposed the construction of a timber structure to provide this access. The aesthetics of this structure, as well as the increased maintenance it will require, prompted staff to discuss access issues with the Town's maintenance contractor, Novatek. As regular maintenance activities can be accomplished from the ground or using a step ladder, staff recommends that the walkway not be installed.

Removing this alternate item from the contract results in a credit of \$2,075.00 and adjusts the final contract cost to \$313,805.00.

Recommendation

By motion and voice vote, approve Change Order No. 2 to the Town Hall Generator System Upgrades contract for a net decrease of \$2,075.00.