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**Public Works**

**City Transit**  
263-8152

MEMORANDUM

**Equipment Maintenance**  
**Roadway Maintenance**  
**Collection & Drainage**  
**Building & Grounds**  
**Engineering**

To: Mayor and City Council Members

CC: Gregg Mandsager, City Administrator

FROM: Brian Stineman, Public Works Director

DATE: May 2, 2017

RE: Request to Approve Change Order for Public Safety Building HVAC.

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**INTRODUCTION:**

During the February 2, 2017 City Council meeting council agreed to enter into a contract with Crawford Company for HVAC improvements to the Public Safety Building. Part of the contract with Crawford Company was for them to re-use existing heat pumps from a county building for use in cooling the Dispatch Center.

**BACKGROUND:**

After the project was begun it was noticed that the heat pumps from the county building were damaged and could not be used. In order to properly cool the Dispatch Center new heat pumps will need to be installed in the lines. Crawford Company has supplied a price of \$5,254.43 to provide and install the new heat pumps. The City will request reimbursement from MUSCOM for this cost because the benefit is provide to the Dispatch Center.

**RECOMMENDATION/RATIONALE:**

The Public Works Department requests approval of a change order in the amount of \$5,254.43 to for the work described above. Funds for this work are available in the Building & Grounds Deferred Maintenance Budget.

**BACKUP INFORMATION:**

N/A