



Item Cover Page

MEETING TYPE: Board of Alderman

DATE: December 11, 2023

SUBMITTED BY: Michael Ambrose, Town Manager

ITEM TYPE: Consideration

AGENDA SECTION: Considerations

SUBJECT: **Consider Approval of the Town Hall Utility Billing Office Remodel**

DETAILS:

Currently the Town has four windows for citizens to conduct transactions within Town Hall. This remodel will be to place all clerks in one central location with one large window for all citizens to utilize, therefore reducing the confusion. The Town will have to take out a wall between two current offices to make the space large enough to house all clerks. The Town has only been able to receive two active bids for the job, Carolina Construction Entities LLC at \$20,467, and R&L Glover Enterprises at \$24,378. I have spoken with both contractors, and my recommendation is to have Carolina Construction Entities LLC conduct the work as they are able to start immediately and are the most cost effective.