



Agenda Item Summary Sheet

Date: **4/1/25**

Item #: 7

Item Title: Consideration of Bid Award- Town Hall Building Renovation

Item Summary:

The low bid for the Town Hall Building Renovation was higher than the budgeted amount. NC General Statutes allow for negotiations with the low bidder to bring the project to within the budgeted amount. The removal of the additional square footage for file storage from the project resulted in significant savings. However, the project still meets the other intended purposes of employee safety and security, and better use of existing space. Work included in the project consists of remodeling and converting the conference room into a receptionist area, and the remodeling of the planning and administration entrances. Also included are three new interior doors and a new front door equipped with recently replaced electronic access equipment.

The funding for the project in this year's budget is \$380,000. The cost for the negotiated work is \$231,690.05 which includes a 10% contingency. Other elements of the project addressed separately include a new front porch at Town Hall and replacement of all existing door electronic access control equipment, leaving unspent \$16,389.95

Staff Recommendation and Requested Action: Authorize Town Manager to enter into contracts with Sussex Development and KDH Fire and Security to make renovations to Town Hall in a total amount not to exceed \$231,690.05.