



BUDGET AMENDMENT REQUEST

Date 12/13/2016

No. _____

INCREASE

Account No.	Division	Description	Budget Current	Change	Proposed Budget
001-0051-571.62-99	Library	Building Improvements	\$0	\$2,620	\$2,620

DECREASE

Account No.	Division	Description	Budget Current	Change	Proposed Budget
001-0106-519.34-99	Facilities Maintenance	Contractual Services	\$25,000	(\$2,620)	\$22,380

Explanation:

During the Facilities Maintenance Division's evaluation of the Library's awning, it was determined that a new one needed to be installed over the back door of the Library Building. Funds are being moved out of the Facilities Maintenance Division to the Library Division to cover the cost of the new capital asset.

Requested by: _____ Name Crystal Seast Title Finance Director

Approved by: Assistant Finance Director _____

Finance Director Crystal Seast

City Manager [Signature]

Council Action Required ☒ Yes ☐ No If "Yes", Date Approved _____

Date Posted _____ Current Month _____ Posted By _____

**City of New Port Richey
Public Works Department**



Requisition Request

Date: 11/9/2016

Company Name and Address
Signature Construction 8530 Oreto Dr. Port Richey, FL 34668

Division
106

Account Number
001-0106-519. 34-99

Vendor Number:	325989
Contract Expires:	
Annual Amount:	
Total Amount:	\$2,620.00
RFP# or Bid# :	

Purpose:

Install a new awning over the back door of the Library Building.
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Qty.	Description	Amount Each	Total
1	Aluminum Awning	\$2,620.00	\$2,620.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Quotes:

Signature Construction - \$2,620.00
Awning Works INC. - \$2,900.00
West Coast Awnings - \$3,500.00

Shipping	\$0.00
Grand Total	\$2,620.00

Approved by:

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8530 Oreto Drive
Port Richey, FL 34668
P: 727-842-5163
F: 727-474-0008

Established in 1990

PROPOSAL

Prepared by: Joseph Matissek
Cell (727) 514-2211

City Of New Port Richey / Matt Filipiak		8/19/16
6630 Van Buren Street		Library Awning
New Port Richey	FL 34652	5939 Main Street
(727) 359-1620		filipiakm@cityofnewportrichey.org

We hereby submit specifications and estimates for:

Construct custom 84x54 aluminum awning above the library door to match existing awning located at the rear of fire station to consist of the following:

Provide all permits and engineering to complete the scope of work.

Construct and install a custom metal awning to match the design, color, and style of the existing awning located above the rear door at the fire station.

Clean jobsite and remove any construction related debris.

OPTION: \$480.00 (not included in proposal price)
Replace the damaged aluminum soffit that is hanging at the fire station awning.

We Propose – hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

Two Thousand Six Hundred Twenty and 00/100 Dollars	\$2,620.00
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Due Upon Completion

Authorized Signature: *Joseph Matissek*

Valid for 30 days.

All work will be completed in a professional manner according to standard building practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written order and will be an extra charge over and above the estimate. This agreement is contingent upon strikes, accidents or delays beyond our control. Owner agrees to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Our workmanship is guaranteed for 12 month from the date of final payment. All materials are warranted by manufacturer. No other warranties, either express or implied, are valid.

Acceptance of Proposal – When accepted this proposal becomes a binding contract between the customer and SC Signature Construction Corp. By signature the customer agrees that the above job specifications and payment terms are acceptable and SC Signature Construction is authorized to perform the work as stated.

Date of Acceptance:

Signature:

Signature: