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**Maintenance and Fleet
Division**

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Staff Report

ITEM 31

To: Lemoore City Council
From: Joe Simonson, Parks and Recreation Director 
Date: July 30, 2013
Subject: Notice of Completion – CMC Office – Phase 1 – Insulation Project

Discussion:

The Cinnamon Municipal Complex (CMC) Office PH1 Insulation Project has been completed per plans, specifications and any change orders. Broken Drum Insulation, Visalia is now requesting that a Notice of Completion be filed and retention payments released.

Budget Impact:

The Capital Improvement Program CMC Office PH1 budget 4714B contract bid for insulation has a retention amount of \$2,555 and will complete the total project payout of \$25,056 per bid.

Recommendation:

That the City Council, by motion, approve the filing of the Notice of Completion for the CMC Office PH1 Insulation Project, authorize the City Manager to sign and release the final payment to Broken Drum Insulation Visalia, in the amount of \$2,555.