



13 February 2024

Mayor Guy Titus  
Board of Works and Public Safety  
10 South State St.  
Greenfield, IN 46140

Re: Southside Water Improvement- Partial Applications #1 and #2

Mayor and Board Members,

Phoenix Fabricators and Erectors, LLC has submitted their request to Donohue and Associates, INC. for Partial Pay Application (PPA) #1 and #2 for the South Side Water Improvements Project. I have reviewed this PPA with Donohue and the Project Managers from Phoenix Fabricators and Erectors, LLC and have confirmed that all quantities listed in the Pay Application are correct. Donohue and Associates, INC. has recommended approval of PPA #1 and #2 in the total amount of \$ 765,225 and a retainage amount of \$53,700 for a total payment due of \$805,500.

At this time, I am requesting that the Board approve the recommendation from Donohue and Associates, INC. for the payment of PPA #1 and #2, and Retainage Payment #1 and #2. Once approved, this pay request will be submitted to the IFA/SRF for their review and approval. The following documents have been included for your review:

1. Partial Pay Application #1 & 2
2. Donohue and Associates, INC. recommendation letter

Please let me know if there are questions regarding this request or if any other information is needed at this time.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill  
Manager  
Water Utility

cc: Jane Webb, Utility Coordinator  
Mitch Ripley, Human Resource Director  
Lori Elmore, Clerk-Treasurer