



PROJECT CLOSE OUT MEETING REQUEST FORM

Project Name	FIRE STATION 2 REBUILD		
Project Code	FRC000014	Contract Number	20Q-161-TO-25
End-Using Dept.	Fire		
Project Budget	5,277,235.00 ✓		
Final Project Costs	5,225,002.13 ✓		
Remaining Funds	52,232.87 ✓ \$52,232.00 to be moved JR.		
Funding Restrictions (Grant, Etc.)			
Construction Manager Name	CPPI		

Documentation Provided

Copy of Dept. Acceptance letter: ☐ Yes ☐ No

Date Final Request for Payment Received 7/14/2025

Facilities Director/ Project Manager Signature: *Theresa Kacy - Project Manager*

Administrative Use

Date Meeting Request Received:

Date of Project Close Out Meeting

Project Completion Certification (To be completed & signed during CPM):

Recommendation for Remaining Project Funds

EF300522-562102: \$35,912.76 - FRC000031 - \$35,912.00 ✓
VJ732522-562102: \$16,320.11 - FRC000023 - \$16,320.00 ✓

Debbie Cole

Digitally signed by Debbie Cole
Date: 2025.10.07 16:14:14 -04'00'

Procurement Services Signature

Date

Administration/Fiscal Signature

Date

Department Signature

Date

Facilities Management Signature

Date

Budget Signature

Date

Rev 01/11