

## REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** December 8, 2025

**FROM:** Katrina Amos-Atkins, Deputy Town Administrator

**SUBJECT:** Ratification of Emergency Contract with Advance Electric, Co. for Police Backup Dispatch Renovation (Fire Station No. 4)

### **INTRODUCTION:**

The purpose of this agenda item is to request Board of Mayor and Aldermen approval of a contract with Advance Electric, Co. to install necessary low voltage equipment and technology infrastructure to complete the Police Backup Dispatch Center Renovation Project.

### **BACKGROUND:**

On April 4, 2024, the Board of Mayor and Aldermen approved the acceptance of a \$515,000 donation from Shelby County 911 to fund the renovation of the Police Back-Up Dispatch Center. The purpose of this project is to address existing building deficiencies and enhance operational capacity to support emergency dispatch services.

The project scope includes the enlargement of the dispatch control center and server rooms to accommodate upgraded dispatch consoles and equipment. Additional improvements include the installation of new dispatch control stations, renovation of the restroom facilities to meet ADA compliance standards, and the expansion of the existing asphalt parking lot to improve site accessibility and functionality.

Following the competitive bid process, A&B Construction was awarded the construction contract on June 9, 2025, in the amount of \$292,885.67, with construction activities commencing on July 14, 2025. During the renovation phase, several modifications to the original Scope of Work were necessary to address unforeseen structural conditions and additional infrastructure and equipment requirements identified by Shelby County 911 within the IT server room. To date, the BMA has approved Change Orders 10-14 in the amount of \$136,800; bringing the current project cost to \$429,685.67.

To support these expanded needs, Shelby County 911 approved an additional \$307,000 in funding for the project, for a total donation of \$822,000. Shelby County has agreed to remit payment directly to the contractors upon receipt of approved invoices. As such, no funds will be processed through the Town of Collierville.

### **DISCUSSION:**

The Police Backup Dispatch Center Renovations project has experienced a series of challenges due to lack of early coordination with Shelby County 911 (SC911) during the initiation and planning phase of the project. SC911 provided all funds to complete the renovations and purchase of dispatch console furniture; however, it was discovered shortly after the pre-construction meeting the project scope was not in alignment with Shelby County's goals and objectives. SC911 prefers all server rooms within the emergency dispatch system have similar setup and equipment for more efficient maintenance. To accomplish this, the scope of the IT server room must be expanded to include the additional equipment

and IT infrastructure required.

The Town solicited Advance Electric due to their familiarity with the Town's IT infrastructure. Advance Electric completed a proposal based on SC911's requirements not included in the original scope. The work must be coordinated with A&B Construction and must be completed in tandem to ensure successful installation. Furthermore, due to the time sensitive nature of this work and the direct impact to the project completion, we had to move forward with an Emergency Purchase. Although the Town will execute the contract, all payments will be made directly from Shelby County 911 per their donation agreement with the Town.

**BUDGET IMPACT:**

This project is being funded by Shelby County 911; therefore, no budget impacts are expected.

**ATTACHMENTS:**

[Police Backup Dispatch - Low Voltage Contract - EIN 361.pdf](#)

**PROPOSED MOTION:**

To ratify an emergency contract with Advance Electric in the amount of \$72,900.00 to install necessary low voltage equipment and technology infrastructure to complete the Police Backup Dispatch Center Renovation Project.

**Board Action:** Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						