

Regular Meeting

Agenda Item #	3
Meeting Date	March 9, 2016
Prepared By	Daryl Braithwaite, Public Works Director
Approved By	Suzanne R. Ludlow City Manager

Discussion Item	Single Reading Ordinance Authorizing Contract for Replacement of 10 Exterior Windows in the Rear of the Community Center.
Background	<p>The FY 16 Capital Budget included \$56,000 for several building improvements through the Facility Maintenance Reserve. City staff requested that the windows along the back of the Community Center on the third floor be prioritized for replacement. The existing windows are the original single pane casement windows installed when the building was constructed. These windows are very inefficient and leak cold air, making working conditions difficult for the staff whose work spaces are adjacent to them.</p> <p>The City requested pricing from several window manufacturers. Two responses were received:</p> <p>Quality Window and Door, Inc. \$11,646 S & K Roofing, Siding and Windows, Inc. \$13,848</p> <p>The Department recommends awarding the bid to Quality Window and Door. In addition to being the lowest price, the windows quoted are Energy Star Rated. City procurement regulations require the purchase of energy efficient products.</p>
Policy	<p>The City maintains its facilities to ensure the safety of employees and provide a high quality of customer service.</p> <p><u>City Code Section 7.04.060</u></p> <p>“The City Council shall, by ordinance duly enacted, approve all expenditures of \$5,000.00 or more for professional services and all expenditures of \$10,000.00 or more for any other single purchase of goods or services other than professional services, provided, however, that ordinances approving such expenditures may be enacted upon a single reading...if such expenditure is specifically authorized in the budget...”</p>
Fiscal Impact	\$11,646
Attachments	Draft Single Reading Ordinance
Recommendation	Approve Single Reading Ordinance Authorizing Contract with Quality Window and Door, Inc.
Special Consideration	

Introduced by:

Single Reading

CITY OF TAKOMA PARK, MARYLAND

**ORDINANCE NO. 2016-
AUTHORIZING A CONTRACT FOR WINDOW REPLACEMENT IN THE
COMMUNITY CENTER**

WHEREAS, in accordance with City procurement procedures, the Public Works Department solicited price proposals for replacement of 10 windows in the Community Center; and

WHEREAS, Quality Window and Door, Inc. submitted the lowest bid, which has been determined to be responsive and responsible; and

WHEREAS, the Public Works Department requests permission to award a contract to said firm to remove existing windows and install Energy Star rated replacement windows.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THAT:

Section 1. The City Manager or her designee is authorized to enter into a contract with Quality Window and Door, Inc. for installation of 10 replacement windows.

Section 2. The bid price for the work is \$11,646.

Section 2. This Ordinance shall become effective upon adoption.

Adopted this ____ day of March, 2016 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: