

MEMORANDUM

DATE: April 18, 2023

TO: Melissa R. Marsh, City Manager

FROM: Sean P. Ballantine, Deputy Director of Public Services

SUBJECT: Contract Award – DPS Building Window Replacement

The FY 2022-23 Budget includes funding carried-forward for the DPS building window replacement. The existing windows are single-pane aluminum, and are original to the building's construction in 1968. These windows are drafty, extremely inefficient from a heating and cooling standpoint, and difficult to operate based on their age. Several employees in the front offices sit directly adjacent to a window, and find the conditions quite uncomfortable, particularly on cold winter days. These windows include eight in the front office and employee lunchroom area, and one in the Police Reserve office.

As with other recent projects, Staff took advantage of the multiple skilled trades currently under bid for the Civic Center Campus and Fire Station 2 projects, and requested a quote through Frank Rewold & Sons for replacement of the windows. TrenKo Glass returned a quote to replace the windows with a modern, energy efficient option. The quality of their work at the City Hall and Library buildings has proven excellent, and we have no concerns with their ability to perform this work.

Staff therefore recommends that Council approve the contract with TrenKo Glass, of Warren, Michigan, for the DPS Window Replacement as quoted, in the amount of \$31,650. Although this contract is over the budgeted amount, funding to cover the overage is available through savings in other purchases and activities.

Department of Public Services

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