



Facility & Support Services

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April 29, 2009

To: Dave Donovan, Director
Facility & Support Services

From: Tammy Speidel, Operations Manager
Facility and Support Services

Subj: Pine Knoll Window Replacement

As you may recall, one of the budgeted CIP projects for both the current budget year and next CIP budget year is the replacement of the South facing windows at Pine Knoll. The current windows have outlived their useful life, and we have been having difficulty with leaking for several years now.

We have obtained bids directly from the manufacturer, Pella Windows, based on GSA pricing on two different window options as follows:

27 Wood Clad Replacement Windows	\$27,749.97
27 Fiberglass Replacement Windows	\$18,750.05

I am recommending that the Board of Supervisors award the bid to Pella Windows for the Fiberglass Windows in the amount of \$18,750.05. This project is funded through the Capital Improvement Program budget in the current and next fiscal years.

Cc: Mark Kendall, Maintenance Coordinator
Purchasing