

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 Installation

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 were able to obtain only two bids for installing the windows, despite our numerous phone calls, other contractors failed to return our calls or price the project.

Bids are as follows

Precision Builders Installation of 27 Windows	\$42,655.00
Truss Plus Installation of 27 Windows	\$11,018.00

I am recommending that the Board of Supervisors award the bid to Truss Plus for installation of the 27 Fiberglass Windows in the amount of \$11,018.00. This project is budgeted for with funds from the Capital Improvement Program in the current and next fiscal years.

Cc: Mark Kendall, Maintenance Coordinator
Purchasing