



CITY OF WASHINGTON, ILLINOIS
Committee of the Whole Agenda Communication

Meeting Date: 1-13-25

Prepared By: Dennis Carr – City Engineer

Agenda Item: City Hall Window Replacement Discussion

Discussion: City Staff budgeted to perform some interior repainting at City Hall. While the painting is needed, the windows around City Hall should be prioritized ahead of the painting. The larger windows on the south side of the building have gaps along the frame where you can see daylight and feel air movement. There are other windows that are difficult to open/close or are inoperable.

Staff has requested quotes for both the eight larger windows on the south side as well as a quotes for the remaining smaller windows on the north side of the building. The thought behind receiving multiple quotes was to try to keep the current project under the budgeted amount for interior painting and to also give staff an idea of what to budget for next year.

Staff requested quotes from four different companies and received quotes from just two of them. One quote for the larger windows was for greater than \$30,000 and the other came in just over \$17,000. The City's procurement policy says that this should put this out for sealed bids because it exceeds \$15,000. Staff requests that this project be allowed to move forward with placing the approval of the quote on the next City Council agenda instead of spending time assembling bid documents for this project given that multiple companies did not respond.

Action Requested: Staff recommends discussion to allow for the purchase authorization of the larger windows to be placed on the next City Council agenda for approval.