



CITY OF WASHINGTON, ILLINOIS
City Council Agenda Communication

Meeting Date: January 21, 2025

Prepared By: Dennis Carr, PE – City Engineer
Joanie Baxter, CPA – Finance Director

Agenda Item: City Hall Window Replacement

Explanation: The Committee of the Whole discussed the Staff recommendation for replacing the eight original windows at City Hall during its meeting of January 13, 2025. The general consensus was to move forward with the replacement of the windows, and it was agreed to waive the policy of requiring competitive, sealed bids as only two quotes were received with the window company being the much lower one. It was noted that the state statute requiring competitive bids was increased from \$25,000 to \$35,000 effective January 1, 2024. As a comparison, the current City policy requires sealed bids at \$15,000.

Upon further review of the budget by Staff, it was discovered that the budget for FY24-25 includes a total of \$80,000 for “exterior cleanup/interior painting/window replacement” in the Building Maintenance Fund. The previous budget was inadvertently consulted which is why Staff thought only the painting was included. We apologize for the confusion. The approved budget is available on our website under the Finance Department and you can click on the Table of Contents to go to a particular fund or section. The MERF, Capital Replacement, and Building Maintenance Funds include schedules of funded and budgeted items.

Link for budget: https://www.ci.washington.il.us/egov/documents/1716496244_87019.pdf

The low quote was received from Crawford & Brinkman in the amount of \$17,537.04.

Fiscal Impact: Staff hopes to have this project completed yet this fiscal year and thus the fiscal impact for FY24-25 would be \$17,537.04 in the Building Maintenance Fund. This expense has been fully funded and budgeted.

Recommendation/Committee Discussion Summary: Committee of the Whole and Staff recommend approval.

Action Requested: Approval under the Consent Agenda on January 21, 2025.