

	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *5.E
	Title:	Recommendation to Waive the Formal Bid Procedure Approve a Resolution Authorizing a Purchase Order with Cooper Construction for the Replacement of a Window Bank at City Hall	
	Presenter:	AJ Reineking, Public Works Manager – Public Services	
Meeting: Government Services Committee		Date: July 24, 2023	
Proposed Cost: \$ 30,235.45		Budgeted Amount: \$20,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
<p>The bank of 15 windows in the City Administration area at City Hall has deteriorated and is in need of replacement. Staff engaged several area contractors to quote this work and ultimately received two quotes to remove the window bank, rebuild the apron and any damaged subsurface wood, and replace the windows with a commercial grade, Marvin window.</p> <p>Cooper Construction and Glass, Inc of Batavia, IL submitted the lowest qualified price for this work.</p> <p>The new windows currently have a 15 to 16-week lead-time. It is our hope and intention to get them in before adverse winter weather rolls in.</p>			
Attachments (please list):			
*Cooper Construction Quote *Bid Waiver			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Waive the Formal Bid Procedure and authorize a Purchase Order with Cooper Construction for the replacement of a window bank in the City Administration area of City Hall.			

Cooper Construction and Glass, Inc
PO Box 551
Batavia, IL 60510 US
(630) 232-6733
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cooper-glass.com



Estimate

ADDRESS

Max VanDeMark
City of St Charles
2 East Main Street
St Charles, IL 60174

SHIP TO

Max VanDeMark
City of St Charles
2 East Main Street
St Charles, IL 60174

ESTIMATE # 1968

DATE 07/03/2023

EXPIRATION DATE 08/03/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Install new commercial window	Provide and install Marvin Ultimate Service windows to replace the 10 existing bank of window at the Mayor's Office. Includes materials and labor			30,235.45

Please Note: Due to the multiple manufacturers of the product and changes in the process over the life of the product, it is highly possible that the Low-E glass provided, may not match the existing Low E Glass exactly.

SUBTOTAL	30,235.45
TAX	0.00
TOTAL	\$30,235.45

A 50% deposit required up front and balance due upon completion.
Check and cash preferred Credit Cards accepted.

Any alteration or deviation from the above specification involving extra costs will be executed only upon written order and will become an extra charge over the above estimate. Cooper Construction and Glass, Inc. is not liable for acts of God, strikes, accidents, or delays beyond our control.

To accept this estimate, please sign and return

Accepted By

Accepted Date



Bid Waiver One Time Today through _____

Description: _____

Requested Vendor: _____

Requested By: _____ Date: _____

Approval: _____

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$_____ for this one-time order, and/or \$_____ for a 12-month period.
2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. Justification for Bid Waiver:

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____

Other: _____

