



# CITY OF BATTLE CREEK

FACILITY MANAGER – CITY HALL

To: Christine Huff

From: Sue McBride

Subject: City Hall Window Replacement Bid

Date: 1/22/2015

The Battle Creek City Hall windows were replaced in the mid 1980's. The windows have broken seals, and the frames are not insulated to meet today's standards. In certain areas of the building, frost will actually form on the inside of the windows, which makes it impossible to regulate the heat and be cost efficient.

The work will include replacing all windows on the first, second and third floor of City Hall with thermal pane windows similar to, and as efficient as EFCO 510-1 thermal windows, Solarban 60 low E. This bid includes all caulking, moldings and plaster finish work inside and out. The finished product will look aesthetically, like the ones we currently have.

Included in this bid is a replacement door for the East entrance of the building. The current door is warped, and frequently does not close when people are coming and going. The door has been shaved and repaired numerous times over the years and still malfunctions on a regular basis. This is especially unsafe as employees often times work on weekends and evenings.

I would like to award the City Hall window bid to Battle Creek Glass. They meet all the criteria, and came in with the lowest bid.

The GL# to be charged is 408.01.4340.971.040.

Sincerely,

*Sue McBride*

City Hall Facility Manager