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Public Works

**City Transit
263-8182**

MEMORANDUM

**Equipment
Maintenance
Roadway Maintenance
Collection & Drainage
Building & Grounds
Engineering**

To: Brian Stineman, Public Works Director

CC: Greg Jenkins, Acting City Administrator

FROM: Stan O'Brien

DATE: May 14th, 2020

RE: Request to issue a purchase order for replacement windows Public Works Engineering windows.

INTRODUCTION:

Public works Building & Grounds Division has budgeted for replacement windows for Public Works Engineering office.

BACKGROUND:

The Public Works Department requested quotes from three vendors Window World for \$3,450, Iowa City Window and Door for \$6,574 and East Moline Glass \$9,663

RECOMMENDATION/RATIONALE:

City Staff recommends approving a purchase order to Window World for \$3,450 that amount was budgeted for these windows in the deferred maintenance budget.