

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

October 6, 2008

**CALL TO PODIUM:**

Peter Geiling

**RESPONSIBLE STAFF:**

Peter Geiling

**AGENDA ITEM:**

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input checked="" type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

<b>TITLE:</b>
Resolution of the Mayor and City Council Authorizing the City Manager to Enter Into a Contract for Replacement of Two Public Works Shop Overhead Doors (\$16,120)

<b>SUPPORTING BACKGROUND:</b>
<p><b>Request:</b> Mayor and City Council to authorize the City Manager to enter into a contract for replacement of two Public Works Shop overhead doors.</p> <p><b>Background:</b> In FY 2005, City Facilities and Capital Projects staff began an overhead door replacement program for the twelve shop bays. The program's goal was to replace at least two existing 27-year old doors per year. The existing doors have surpassed their useful life and are prone to breakdown, rendering bays unusable until costly repairs can be completed. To date, seven doors have been replaced with two being replaced this year and the remaining three in FY 2010.</p> <p>The City's selected vendor, Overhead Door Company is the manufacturer of the replacement door and performs all door maintenance. Until this year, the cost of replacing two doors was under the \$15,000 purchasing threshold. This year, the cost increased by approximately seven percent (7%). Staff believes it is necessary to maintain consistency in door type and have all repairs completed by a single vendor.</p> <p><b>Fiscal Impact:</b> There are sufficient funds budgeted in the Facilities Projects Capital Budget, CIP 98-1, for the installation costs (\$16,120)</p>

<b>DESIRED OUTCOME:</b>
Vote on Resolution

**Resolution Request Form**

REQUEST FORM FOR RESOLUTIONS PERTAINING  
TO EXPENDITURES FROM THE CITY BUDGET  
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

**(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)**

Requested by: Peter Geiling Date of City Council Meeting: October 6, 2008

**AUTHORIZING**

Purchase \_\_\_\_\_ Award Contract X Transfer Funds \_\_\_\_\_ Negotiate / Execute a Contract \_\_\_\_\_

**RFP INFORMATION:**

Advertisement Date N/A

Newspaper(s) N/A

Quote Received (date) July 22, 2008

**DESCRIPTION OF ITEM(S):**

(Be specific; include quantity, item name, model number, etc.)

Award a contract for services to replace the Public Works Shop Doors

**CONTRACTED/PURCHASE FROM:**

Company Name: Overhead Doors

Street Address: 6841 Distribution Drive

P. O. Box Number: \_\_\_\_\_

City/State/Zip: Beltsville, MD 20705

**CONTRACT/PURCHASE AMOUNT:** \$16,120

Check One: In the Estimated Amount of \_\_\_\_\_ Not to Exceed X

**FUNDS TO BE EXPENDED FROM:** Operating Budget \_\_\_\_\_ Capital Improvements Budget ✓

Acct. No. 3149 – 591100 – 98-1 Facilities Projects (\$16,120)

(For Finance Department use only; not to be included in the Resolution)

**VERIFICATION OF AVAILABILITY OF FUNDS** Available \_\_\_\_\_ Not available \_\_\_\_\_

\_\_\_\_\_  
Finance Dept. Date

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING  
THE CITY MANAGER TO AWARD A CONTRACT FOR THE REPLACEMENT  
OF TWO PUBLIC WORKS SHOP OVERHEAD DOORS

WHEREAS, a quote was received to replace to Public Works Shop overhead doors on July 24, 2008; and

WHEREAS, the Overhead Door Company of Washington, DC is the City's current overhead door repair and replacement contractor; and

WHEREAS, the Mayor and Council has determined to continue the overhead door replacement program and award a contract for the work to the firm meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and she hereby is authorized to award a contract for replacing two Public Works Shop overhead doors to Overhead Door Company of Washington, DC, 6841 Distribution Drive, Beltsville, MD 20705, in the estimated amount of Sixteen Thousand One Hundred Twenty Dollars (\$16,120); said funds to be expended from the Capital Improvements Budget.

ADOPTED by the Mayor and City Council this 6<sup>th</sup> day of October, 2008.

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SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council  
in public meeting assembled on the 6<sup>th</sup> day  
of October.

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Angel L. Jones, City Manager