

MEMORANDUM

TO: City Council Members
FROM: Mayor Diane Wolfe Marlin
Carol Mitten, City Administrator
DATE: August 6, 2020
SUBJECT: Notification of an Emergency Procurement

This notification is for information purposes only.

As the attached memo explains, one of the overhead doors in Fire Station #1 was damaged recently, and is effectively beyond repair. We are taking this opportunity to replace the damaged door, as well as two additional doors that were identified by the 2019 Facilities Condition Assessment as being in poor condition.

Time is of the essence here. Because the Vine Street overhead doors cannot be used, fire trucks must be backed into the station and parked facing the rear of the station. This parking orientation prevents the use of the diesel fume extraction system, resulting in increased levels of diesel exhaust in the station and overhead living quarters. It also delays response time due to the fact the fire trucks must exit into the parking lot onto Urbana Avenue, and then on to Illinois St. before continuing to the call. It is also difficult to back the trucks into the station, due to the very tight fit.

The funding for this procurement is coming from the portion of the Capital Improvement Plan designated for general facilities rehabilitation.

Attachment



MEMORANDUM

TO: Carol J. Mitten, City Administrator/Interim Public Works Director
Diane Wolfe Marlin, Mayor

FROM: Vince Gustafson, Deputy Director for Operations
Troy Richmond, Facilities Supervisor

DATE: August 3, 2020

RE: Approval of an emergency purchase- Firestation Overhead Door Replacement at the Urbana City Building

Background:

On July 1, 2020, the southwest overhead door at Firestation #1, 400 South Vine Street, was inadvertently lowered while the ladder truck was exiting the facility. The limited clearance between the top of the ladder and the lowering door prevented the safety photoeyes from stopping the door in time. The incident resulted in significant damage to the door. The option of repair is cost prohibitive.

Attached to this memo is a quote for a replacement door from the City's current overhead door service vendor, Champaign Danville Overhead Doors. The provided proposal offers a solid panel door option with one section containing seven 24"x8" insulated windows. This is a departure from the full vision glass panels currently in use. Facilities staff recommends the R25 insulation upgrade in the color of Cynar Brown. This choice will allow for a sturdier door with increased energy efficiency and reduced heating costs.

Options:

1. Replace the damaged southwest overhead door only at a cost of \$12,572
 - a. Con- The Vine Street door panels will not match
2. Replace both the southwest and northwest overhead doors at a cost of \$25,144
 - a. Pro- The Vine Street door panels will match
 - b. Pro- The northwest door is in poor condition and due for replacement (2019 Facilities Condition Assessment)
3. Replace southwest, northwest, and southeast door at a cost of \$37,716
 - a. The southeast door is also in poor condition and due for replacement (2019 Facilities Condition Assessment)
 - b. Con- The northeast and southeast door panels will be similar in style, but not a perfect match. The doors currently do not match.

4. Replace all four overhead doors at Firestation #1 for a cost of \$50,288
 - a. The northeast door was installed in 2010 and is in fair condition
 - b. Pro- All four firestation overhead doors will match with high efficiency door panels

Upon acceptance of either option, Champaign Danville Overhead Doors can have the equipment ordered and ready for installation in 3 weeks. Fire apparatus is currently exiting the rear overhead. The reorientation of the vehicles prevents the use of the diesel fume extraction system and delays response time.

Following normal procurement policy will delay installation significantly. For that reason staff are requesting authorization of an emergency purchase.

Recommendation:

Option 3. Staff recommends alleviating the risk of an additional door failures and replacing the three overhead doors currently due for replacement. This option will replace the door currently out of service, save on maintenance costs for the remaining aging equipment, and increase the efficiency of the current building envelope.

Facilities staff will work with the Fire Department to evaluate alternate safety equipment solutions to prevent future incidents.

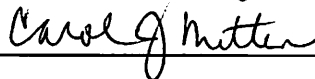
Fiscal Impact:

\$125,000 in funds are currently available in the Capital Improvement Fund earmarked for general facilities rehabilitation. The replacement of the aging overhead doors was intended to be covered with this line item. However, the unplanned damage requires an expedited solution.

City of Urbana Purchasing Policy Section 4.5 Emergency Purchases states approval of this recommendation requires signature of this memorandum by the department head and Mayor. It should then be filed immediately with the Finance Director. A brief explanation including this approved memo should be placed on the agenda for the next regularly scheduled City Council meeting.

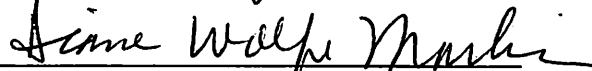
APPROVED BY THE City Administrator this 4th day of August, 2020.

Option #3



Carol J. Mitten, City Administrator/Interim Public Works Director

APPROVED BY THE MAYOR this 5th day of August, 2020.



Diane Wolfe Marlin, Mayor



CHAMPAIGN-DANVILLE OVERHEAD DOORS, Inc.

Box 27, 305 South East Avenue Ogden, Illinois 61859
(217) 367-8121 (217) 442-2111 FAX (217) 582-2668
E-mail: cdohd@yahoo.com

Proposal

7/29/2020

Quote #: 2027

Sales Rep: Unassigned

Due Date: 29-Jul-20

URBANA, CITY OF *BILLING (1)
400 S VINE STREET
URBANA IL 61801

(217) 418-9305

URBANA, CITY OF *BILLING (1)
FIRE STATION

URBANA IL 61801

(217) 840-1520

ONE (1) 25 X 12 X 2 SIX SECTION STEEL INSULATED (R-18) TM200 RAYNOR DOOR. ONE SECTION GLAZED WITH SEVEN 24 X 8 INSULATED WINDOWS. TORSION SPRING COUNTERBALANCED. GALVANIZED STEEL HARDWARE AND TRACKS. 3 STEEL BALL BEARING ROLLERS. TRACKS TO BE MOUNTED ON STEEL JAMBS. 24 INCHES OF HEADROOM REQUIRED FOR STANDARD LIFT 3 INCH TRACK. NEW DOOR TO BE FACTORY FINISHED WHITE AND WEATHERSTRIP AT BOTTOM, PERIMETER WEATHERSTRIP (TOP AND SIDES) WITH VINYL. CHAMPAIGN - DANVILLE OVERHEAD DOORS, INC., TO REMOVE AND HAUL AWAY EXISTING DOOR, RECONNECT EXISTING MOTOR OPERATOR TO NEW DOOR.

FOR THE SUM OF.....\$11376.00
INCLUDES MATERIAL AND LABOR, NO TAX

OPTION #1
IF DOOR IS TM300 (R-25) ADD.....\$396.00

THANK YOU FOR YOUR CONSIDERATION! IF YOU WOULD LIKE TO PLACE AN ORDER, INDICATE OPTION (S), SIGN AND RETURN ONE COPY TO US.

7/30 Spoke with Jim about color-Available in Cynar Brown add \$800-regular brown \$400 **Total Price: \$0.00**
Cynar Brown recommended by Jim
3 week lead time for order/installation

Champaign-Danville Overhead Doors

Openings are to be prepared by others in accordance with our specifications. The above price does not include glass, glazing, painting or wiring for electric operator, unless included in above proposal. Above proposal is made for the prompt acceptance.

Agreements are contingent upon strikes, accidents, or conditions beyond our control. We carry Manufactureres', Contractors', and Employers' Liability and Workman's Compensation Insurance.

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment Terms Net 30 as of date of invoice

Customer shall, in addition to the amount(s) set forth in this proposal including interest, be liable to Champaign Danville Overhead Doors for any attorney fees and court costs incurred by Champaign Danville Overhead Doors for the collection under law or equity of amounts due from customer under this written proposal.

Authorized Signature

Date

Proposal expires in 30 days