

# Memorandum

**To:** Simone Zurich, Executive Director of Business Services  
School Board Members

**From:** Bryan Brown  
Manager of Facilities

**Date:** May 22, 2024

**Re:** Annual Quotes for District Wide Contract Services

The following quotes and RFPs are for services to be performed from July 1, 2024 through June 30, 2025, with the option to renew for two (2) additional one-year periods if acceptable to both parties.

**RFP #321 – District-Wide Annual Inspection and Service to Boilers**  
Johnson Controls - Total Annual cost estimated at \$23,434.00

**RFP #323 – District-Wide Glass Replacement Services**  
Superior Glass, Inc. – Total Annual Cost estimated at \$28,549.80

**Quote #4394 – District-Wide Annual Testing and Maintenance of Sprinkler Systems**  
Summit Fire Protection – Total Annual Cost estimated at \$11,140.00

The Facilities Department, Bryan Brown, Jeremy DeGraef, and Kris Brown reviewed the bids.

**Recommendation**

I recommend the Duluth School Board approve entering into a contract with each contractor based on their low quote. A quote tabulation is attached for each quote for your reference. If you concur, please sign all copies of the attached agreements.

**Program:** Facilities

**Fund Custodian:** Bryan Brown Facilities

Attachments

**RFP TABULATION**  
**GLASS REPLACEMENT SERVICES**  
for the period of July 1, 2024 through June 30, 2025  
**RFP #323**  
Tuesday, May 14, 2024 - 10:15 a.m.

Vendor	Regular	HOURLY RATE Overtime	Holiday	Type of Glass	THICKNESS (price per sq. ft.)			Mullion	Total Annual Amount of Quote
					1/4"	3/16"	1/8"		
St. Germain's Glass Co 212 North 40th Avenue West Duluth, Minnesota 55807 phone: 218-628-0221				single clear laminated					Total Labor
				single clear tempered					Total Material
				single double strength					Total Amount of Quote
				double clear annealed					Total Labor
				double colored annealed					Total Material
				double clear tempered					Total Amount of Quote no bid
				double colored tempered					Total Labor
				single clear laminated					Total Material
				single clear tempered					Total Amount of Quote no bid
Superior Glass, Inc. 823 Belknap Street Superior, Wisconsin 54880 phone: 715-394-5588				single clear laminated	\$14.58	\$10.65			Total Labor
				single clear tempered	\$8.35	\$7.98			\$26,613.00
		\$113.51	\$130.31	single double strength		\$4.13		\$5.00	Total Material
				double clear annealed	\$15.55				Total Amount of Quote
				double colored annealed	\$15.94				\$28,549.80
				double clear tempered	\$21.80				Total Labor
				double colored tempered	\$20.37				Total Material
				single clear laminated					Total Amount of Quote no bid
				single clear tempered					Total Labor
The Glass Guru of Duluth 102 East Central Entrance Duluth, Minnesota 55811 phone: 218-624-2119				single double strength					Total Material
				double clear annealed					Total Amount of Quote no bid
				double colored annealed					Total Labor
				double clear tempered					Total Material
				double colored tempered					Total Amount of Quote no bid
				single clear laminated					Total Labor
				single clear tempered					Total Material
				single double strength					Total Amount of Quote no bid
				double clear annealed					Total Labor