


**MEMORANDUM**  
**Belmont Public Schools**

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To: George Entwistle  
From: Tony DiCologero   
Re: Award Contract for High School Translucent Panels  
Date: October 27, 2010

At 2:00 PM on September 30, 2010, the following bid was received and opened from the contractor to replace translucent panels at Belmont High School. The scope of work is to replace the remaining translucent panels in the High School Wenner Field House and pool.

A & A Window Products, Inc., Malden, MA                      \$68,989

Funds for this project were voted at the Annual Town Meeting in June 2010 as a Capital Budget project under Article 9 for \$125,000.

After the bid opening, our engineers who developed the specifications, Jim Russo and Jared Barr of Russo-Barr, Associates, reviewed the low bid in accordance with the requirements and criteria set forth in the bid specifications and checked references. Attached is Mr. Barr's letter indicating that A & A Window Products, Inc. of Malden, Massachusetts is the lowest responsible and responsive bidder and recommending that the contract be awarded to the low bid submitted by them. I concur with Mr. Barr's assessment and recommend that the contract be awarded to the low bidder.

An appropriate motion for the School Committee to vote at their meeting of November 2 would be:

To vote to award the contract for High School translucent panel replacement to A & A Window Products, Inc. of Malden, Massachusetts at their low bid price of \$68,989 and to direct the Director of Finance, Business and Operations to enter into a contract with A & A Window Products, Inc. on behalf of the Belmont School Committee.

The submittals on the panels will be developed and reviewed by Russo-Barr this fall and orders will be placed. It is anticipated that manufacturing the panels will be done over the winter in time for installation in the spring of 2010.

ARD:dp  
Attachment

cc: Jim Russo, Russo-Barr  
Jared Barr, Russo-Barr  
Acting Supervisor of Buildings & Grounds  
Mike Harvey  
Jim Davis  
Pat Bruschi, Capital Budget Committee



**Russo Barr Associates, Inc.**

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October 14, 2010

Mr. Anthony Dicologero  
Director of Finance & Administration  
School Administration Building  
644 Pleasant Street  
Belmont, Massachusetts 02478

Re: Translucent Panel Replacement Project  
Belmont High School  
Belmont, MA  
RBA Project No. 201060.00

Dear Mr. Dicologero:

On September 30, 2010 bids for the above referenced project were opened and recorded. A total of one bid was received and opened. The apparent low bidder is A&A Window Products, Inc. of Malden, Massachusetts. A&A Window Products, Inc. presented a contract price of \$68,989.00. A&A Window Products, Inc. has submitted the required paperwork with their bid.

We have reviewed the DCAM Update Statement and Certificate of Eligibility provided by A&A Window Products, Inc. They are a medium volume company with a single project limit of \$6,917,000 and an aggregate limit of \$37,769,000. Their average numerical value on projects evaluated by DCAM is 92 (out of 100). Based upon the positive references from previous completed projects that were listed on their DCAM Update Statement and the previous project completed at Belmont High School, we believe A&A Window Products, Inc. to be the lowest responsive bidder and we recommend the project be awarded to A&A Window Products, Inc. of Malden, Massachusetts.

It is important that the contract be awarded as soon as possible so that a pre-construction meeting promptly occurs and the submittal process begins so that the fabrication of the panels can be completed in a timely fashion.

If you have any questions, concerns or comments please call at your convenience.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Jim Russo", is written over a light, circular, textured background.

James M. Russo  
President