

## Town of West Seneca

Town Supervisor

Gary A. Dickson

Town Council:

William Bauer

Joseph J. Cantafio

William P. Hanley Jr.

Jeff Piekarec

May 21, 2020

Honorable Town Board:

Kindly add to the agenda for the Town Board meeting of Thursday May 28, 2020 a motion to approve the purchase and installation of a new glass partition / security screening for the Town Clerk's Office for the protection and safety of the town employees working in that office, as well as the visitors that are conducting business in that office. Due the current Covid-19 pandemic, it is in the Town's best interest to expedite the purchase and installation of the glass security screening.

The glass security screening is expected to cost \$ 9,500.00 with an anticipated installation time of 5 – 6 weeks after receipt of written acceptance from the town. There currently are 2 companies that quoted the project that are very close in cost but are currently firming up the installation date prior to us making a selection of a vendor.

The Town Clerk's approved budget for 2020 currently has the funds available to purchase this glass security screening upon transfer of funds within the clerks' budget.

This project will be submitted to FEMA as a funding request along the proper channels as previously established by the Town of West Seneca.

Sincerely,



William Bauer

Councilman

Town of West Seneca