

DATE SUBMITTED October 28, 2025  
 SUBMITTED BY City Manager's Office  
 DATE ACTION REQUIRED November 5, 2025

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS ( )

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT	DISCUSSION/ACTION:  AWARD OF CONTRACT FOR CITY APARTMENTS WINDOW REPLACEMENT PROJECT AT 6 <sup>TH</sup> AND H STREET	
DEPARTMENT INVOLVED: <u>CITY MANAGER'S OFFICE / COMMUNITY DEVELOPMENT DEPARTMENT</u>		
BACKGROUND/SUMMARY:  On March 25, 2025 the City of Imperial received previously awarded funds through the Permanent Local Housing Allocation Program (PLHA) for improvements to the 6th Street/H Street apartments. Staff determined that the windows of these apartments were in disrepair with broken panes, locking mechanisms (latches) and do not meet current energy efficiency ratings.  On Sept. 3, 2025, staff completed the competitive bid process and received one (1) bid:  1. Discount Door and Window in the amount of \$49,932.00.  After careful review of the submitted Bid, staff request City Council award this project to Discount Door and Window and authorize the City Manager to execute all required documentation. Please see attached supporting documents.		
FISCAL IMPACT:  \$49,932.00 - PLHA grant funds (total funds awarded: \$406,516.00)	ADMIN SERVICES SIGN INITIALS	<u>JMS</u>
STAFF RECOMMENDATION:  City Council awards project to Discount Door and Window in the amount of \$49,932.00 with a contingency of 15% of \$7,489.80 for a total of \$57,421.80.	DEPT. INITIALS	<u>TG</u>
MANAGER'S RECOMMENDATION:  <u>approve</u>	CITY MANAGER'S INITIALS	<u>OTM</u>
MOTION:  SECONDED: AYES: NAYES: ABSENT:	APPROVED ( ) DISAPPROVED ( )  REFERRED TO:	REJECTED ( ) DEFERRED ( )



# BID Opening Act

BID No. 2025-17

## 6th / H STREET APARTMENTS' WINDOW REPLACEMENT PROJECT

Bids received by: Aimee Osuna

Were opened at: 400 S. Imperial Ave, Suite 102      on: October 8, 2025

By: Aimee Osuna, Assistant City Clerk

Witnessed by:

Signature

Cody Cole

Cody Cole

Company

Total Bid Amount

Bid Bond

Discount Door + Window

49,932.00

✓

Bids were given to Cody Cole for study and recommendation for City Council.

Cody Cole

10/8/2025  
Date

**CITY OF IMPERIAL**  
**GENERAL SPECIFICATIONS**  
FOR  
**6th / H STREET APPARTMENTS' WINDOW REPLACEMENT PROJECT**

**BID NO. 2025-17**

SCOPE OF WORK

*6th / H STREET APPARTMENTS' WINDOW REPLACEMENT PROJECT scope of work is as follows:*

- A. Provide bid for high-impact, low-E, Energy star rated windows (must meet new wind codes & glass to be Low-E and Energy Star Rated).
- B. Advising client on material recommendations and options to maximize energy efficiency and security, while maintaining the historic character of the building.
- C. Obtaining all necessary permits and ensuring work complies with building codes.
- D. Implementing security measures on the job site to prevent theft, trespass, and damage.
- E. Prep interior and exterior of window as needed to include removal and proper disposal of existing windows, trim and all job-related materials (inside & outside).
- F. Inspection of frames and structural components to identify and make necessary repairs.
- G. Fitting and installation of new windows (both fixed and operable).
- H. Windows should be double glass, Low-E, white vinyl, and have screens (as appropriate)
- I. Windows in shower/restroom areas should be Obscure glass.
- J. Cap and caulk will match color of new vinyl window
- K. Provide and install all windows, weatherproofing, seals and finishes to blend seamlessly with existing building aesthetic.
- L. Contractor to field verify all window openings.
- M. Contractor will submit product approval at contract signing and Energy Star rated documentation to be submitted prior to final pay request.
- N. Complete cleanup of the job site, ensuring all debris and materials are removed and the site is left in good condition.

Please see Appendix A, B and C for more information.

The work to be done consists of furnishing all materials, equipment, tools, labor and incidentals, as required by the contract documents. Contractor will also be responsible for accurate measurements.

LOCATION OF WORK

6<sup>th</sup> / H STREET APPARTMENTS' WINDOW REPLACEMENT PROJECT on the corner of 6<sup>th</sup> Street and H Street, City of Imperial, California.



UNIQUE ENTITY ID: QXTERZP5HQ75

CAGE CODE: 0QE97

NAICS CODES: 238150

236118, 236210, 332321, 327215, 444180

ORGANIZATIONS LIKE STRATEGIC OPERATIONS INC, ALL SOURCE CO., AND ZIGMAN SHIELDS TRUST US FOR THEIR DOORS AND WINDOWS NEEDS, INCLUDING INSTALLATION, BECAUSE WE DELIVER FLAWLESS SOLUTIONS THAT COMBINE FUNCTIONALITY AND AESTHETICS. OUR ENERGY-EFFICIENT GLAZING KEEPS INTERIORS COMFORTABLE WHILE LOWERING HEATING AND COOLING COSTS. COMMITTED TO SUSTAINABILITY, WE REDUCE WASTE AND ENERGY CONSUMPTION, TREATING EVERY INSTALLATION AS A CUSTOM, ARTISTIC ENHANCEMENT THAT ADDS EXCEPTIONAL VALUE TO YOUR SPACE.



**ALAN HOLSAPPLE**  
Owner  
(858) 204-8084  
[alan@discountdw.com](mailto:alan@discountdw.com)

**ALAN HOLSAPPLE**  
**DBA DISCOUNT DOOR AND WINDOW**

5450 Complex St Ste 301, San Diego, CA 92123  
(858) 564-2564

[www.discountdw.com/fedsupplier](http://www.discountdw.com/fedsupplier)



**VIVIANA BELTRAN**  
Office Manager  
(858) 537-1560  
[vivi@discountdw.com](mailto:vivi@discountdw.com)

**WHO WE ARE:**

- DISCOUNT DOOR AND WINDOW blends advanced technology with expert craftsmanship to deliver innovative, efficient glazing solutions. We specialize in residential and commercial projects and create custom glass designs tailored to your unique vision. From minor repairs to large-scale installations, our versatile services are crafted to meet your needs with unmatched precision and quality.
- Our skilled professionals have technical expertise and are committed to precision, ensuring every project is handled carefully. We provide easy-to-follow guides for DIY window and door installations and partner with a trusted network of pre-approved contractors to deliver top-quality service.
- Our glass is built to withstand extreme weather, offering unmatched durability. Explore a variety of textures, frosts, and patterns to create a unique, artistic aesthetic while protective coatings maintain clarity and shield against rain, dirt, and UV rays. Plus, our advanced thermal insulation helps lower energy costs, making our products as efficient as they are stylish.
- We collaborate with you to find the perfect door or window to enhance your space. From expert guidance during selection to reliable post-installation support, we ensure a smooth, hassle-free experience. Our maintenance programs keep your glass pristine, providing long-lasting beauty and performance you can count on.
- We offer transparent, upfront pricing with no hidden fees, ensuring a smooth and hassle-free experience. Our straightforward ordering process and flexible payment options make purchasing easy, while custom-sized windows and doors guarantee a perfect fit at an affordable price.
- We're available 24/7 to provide quick turnarounds without sacrificing quality. Our precise glass installations ensure a flawless fit, with most projects completed within a day to minimize disruptions. Fast delivery and installation are our priority, typically completed within weeks.

**WHAT WE DO:**

- WE SUPPLY:**
  - ✓ Fiberglass Entry Doors
  - ✓ Vinyl Sliding Patio Doors
  - ✓ Fiberglass French Doors
  - ✓ Lowe and LowE3 Glass
  - ✓ Wood French Doors
  - ✓ Wood Interior Doors
  - ✓ Tempered Glass
  - ✓ Privacy Glass
  - ✓ Bifold Doors
  - ✓ Multi Sliding Glass Doors
  - ✓ Vinyl Swinging French Doors
  - ✓ Door Hardware
  - ✓ Barn Doors
  - ✓ Shower Glass Doors
  - ✓ Glass Door Hardware
  - ✓ Wood Entry Doors
  - ✓ Glass Door Accessories
  - ✓ Vinyl Sliding Windows
  - ✓ Awning Vinyl Windows
  - ✓ Single Hung Windows
  - ✓ Double Hung Windows
  - ✓ Picture Windows
  - ✓ Garden Windows
  - ✓ Aluminum Windows
- SERVICES:**
  - ✓ Window and Door Installation and Replacement
  - ✓ Custom Window Design and Sizing
  - ✓ Energy-Efficient Window Installation
  - ✓ Storefront Glass Installation
  - ✓ High-Rise Window Installations
  - ✓ Sliding Glass Door Installation
  - ✓ French Door and Hinged Glass Door Installation
  - ✓ Custom Door Design
  - ✓ Frameless Glass Shower Door Installation
  - ✓ Sliding or Bi-Fold Glass Door Installation for Showers
  - ✓ Designer Glass Door Installation for Homes and Businesses
  - ✓ Frosted or Etched Glass Design Installation
  - ✓ Glass Repair for Broken or Cracked Windows
  - ✓ Weatherproofing And Resealing Windows
  - ✓ Glass Panel Installation for Walls or Partitions
  - ✓ Decorative Glass Installation for Indoor Spaces
  - ✓ Skylight Glass Installation for Natural Light
  - ✓ Energy-Efficient and Durable Skylight Installation
  - ✓ Protective Storm Window Installation for Added Insulation
  - ✓ Double-Hung or Casement Storm Window Installation

**CLIENTS:**



Coastal Ridge





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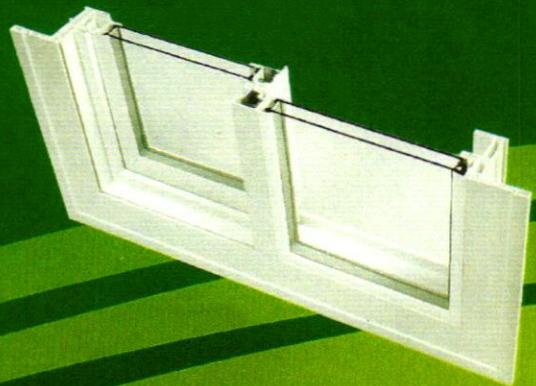
# Platinum Series Single Sliding Vinyl Window S-2900



Every window comes with an extruded aluminum screen frame with a lift handle rail for easy removal. Vinyl Track Rail System and Tandem Brass Rollers for smooth sliding operation and lifetime durability. No matter the size of your job, the Green World Windows Platinum Series Vinyl Windows are your absolutely smart choice. The innovative product line offers a broad range of great choices and styles. All Green World Windows are tested by AAMA and NFRC and Energy Star Approved and Rated.

#### THE POWER OF GREEN—FULL LIFETIME WARRANTY

All Green World Windows' Series are covered by our exclusive Full Lifetime Warranty with Glass Breakage. You are covered as long as you own and occupy your home. This includes multi-family homes. For more warranty information contact an authorized Green World Window Dealer or go to [www.greenworldwindows.com](http://www.greenworldwindows.com)



Tel: (909) 947-3868 Fax: (909) 947-9825





*Power of the green™*

## Green World Windows & Doors Corp.

### Vinyl Windows & Doors

# Full Lifetime Warranty

*To ensure peace of mind... as long as you and reside in your home*

For Replacement Home Owner Only

#### Single and Multi-Family Home Unit

Green World Windows guarantees to the original consumer purchaser who is an natural person and not a partnership, corporation, association, government agency or other entity) (Original Purchaser) of Green World Windows or Doors other than sound windows, multi-slide and bi-fold doors (hereafter referred to as products) installed in a single or multi-family home unit ("Home") by the Original Purchaser as replacements or authorized retrofit window dealer and distributor, that Green World Windows will repair or replace any such Products that are defective in materials or workmanship and will pay the costs of all parts and labor. If repair is not commercially practical or cannot timely be made, then Green World Windows will, at its option, either replace any defective Product or refund the purchase price.

#### Transfer of Warranty:

This warranty is transferable one time only by Original Purchaser to a successor owner of the property before ten (10) years has elapsed after the Start Date. Green World Windows will automatically extend full coverage under the Warranty to the new owner(s) of the Home until the tenth (10th) anniversary of the Start Date.

#### Vinyl: Lifetime

Green World Windows warrants that the vinyl sash and frame members will be free from defects such as cracking, peeling, flaking or blistering.

#### Class: Lifetime

Green World Windows warrants that the insulated glass will not develop a build-up of moisture between the panes of glass. Green World, at its discretion, will supply either the replacement glass or a full panel.

#### Glass Breakage: Lifetime

Green World Venetian windows are warranted against accidental glass breakage, excluding tempered glass.

#### Screens: 1 year

Screens are warranted against defects in material for a period of one (1) year. Replacement screens will be delivered to the nearest Green World dealer/distributor.

#### Labor: Lifetime

Green World will, at its discretion, repair or replace any defective part or component at no charge to you for as long as you own and occupy the home in which the products were installed. Lifetime labor applies only to Green World's official delivery and service areas. Please check with your local Green World dealer.

#### Repair/Replacement Procedure

This warranty is limited to Green World, at its option, repairing and/or replacing defective parts (color matching not guaranteed) in lieu of repair or replacement. Green World, in its sole discretion, reserves the right to refund the amount paid by the original single-family homeowner for the product (excluding installation cost).

#### Product Changes

Green World reserves the right to discontinue or change any product it manufactures. If the part or component of the product originally installed is not available and Green World determines to make replacement, Green World shall have the right to substitute such part or component designated by Green World to be of equal quality and price.

#### Exclusions

Every effort is made to ensure that your new Green World windows and doors remain trouble free year after year. Of course, some items are beyond Green World's control and are not covered by this warranty. The following items are not covered by this warranty:

- Improper installation, use or maintenance
- Small scratches, marks, slight glass curvature or other minor imperfections in the glass or vinyl
- Failures due to product modifications or window shading devices (e.g., glass tinting, security systems, improper painting or staining, insulated window coverings, etc.)
- Water infiltration other than as a result of defect in manufacturing or materials
- Normal wear and tear (e.g., natural fading, etc.)
- Corrosion of hardware and painted surfaces in coastal areas
- Brass hardware finish
- Incidental or consequential damage
- Damage caused by earthquakes, floods, wind or other "acts of God"
- Damage caused by misuse, house settling or vandalism
- Any costs associated with the use of scaffolding or lifts
- For Green World Products with argon gas-filled insulating glass, Green World injects the gas at the time of manufacture. The gradual dissipation of inert gas may occur naturally over time and is not a defect. Other than gas loss due to seal failure, the warranty does not cover the gradual dissipation of inert gas or the amount of inert gas remaining in the Green World Products at any time after manufacture
- Customer(s) who violate "Window Care Instructions" on the back page.
- New construction track home and multi-family builders and their home owners

#### Condensation, Mold and Mildew

Condensation on the glass is a natural result of excessive moisture in the house and does not indicate a defective product or faulty installation. Maintaining proper household humidity levels may prevent problems such as mold, mildew and related health risks. In no event shall Green World be liable for any damages, including special incidental or consequential damages, resulting from condensation, mold or mildew.

IF YOU BECOME AWARE OF PERSISTENT CONDENSATION ON YOUR WINDOWS, YOU SHOULD TAKE IMMEDIATE REMEDIAL ACTION TO PREVENT WATER, MOLD AND/OR MILDREW DAMAGE TO YOUR PROPERTY AND POTENTIAL HEALTH RISKS.

#### Limitation of Remedies

THIS EXPRESS WARRANTY IS IN LIEU OF ALL IMPLIED WARRANTIES INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. GREEN WORLD EXCLUDES AND WILL NOT PAY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES AND ITS LIABILITY WILL IN ALL INSTANCES BE LIMITED TO REPAIR OR REPLACEMENT OR REFUND OF ACTUAL PURCHASE PRICE OF THE DEFECTIVE PRODUCT.

Some states do not allow the exclusion or limitation of incidental or consequential damages or implied warranties. This warranty is only applicable in the contiguous U.S.A. This warranty gives you specific legal rights, and you may also have other rights, which may vary, from state to state. This warranty may not be changed or modified by any representative of the manufacturer or its distributors or dealers.

Any former full lifetime warranty is invalid. This warranty is for product purchased after January 1, 2018

#### Green World Windows

(909)947-3868

[www.greenworldwindows.com](http://www.greenworldwindows.com)

Dealer or Distributor Name: \_\_\_\_\_

Purchase Date: \_\_\_\_\_

Sales Order No.: \_\_\_\_\_



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## Window and Door Care Instruction

Your Green World windows and patio doors will continue to perform well if given some simple, routine Care and Maintenance Instructions. With proper care, your windows and doors will continue to operate at their best and look great.

Green World's Warranty (see reverse side or access Green World's website at [www.greenworldwindows.com](http://www.greenworldwindows.com)) does not cover damage or defects related to a failure to follow the Care and Maintenance Instructions below.

### GLASS CARE

Proper care of your window and door glass is important to gain the maximum effectiveness of insulating, low-e or reflective glass. Any of the "Don't" actions listed below can damage the glass surface or destroy the insulating glass seal and will void your glass warranty.

- Don't use any petroleum-based cleaner, or ammonia or any chemical solvent contains cleaner and caustic chemicals on your glass.
- Don't use a razor blade, abrasive pad or putty knife to clean the glass.
- Don't use a high-pressure spray nozzle when rinsing your glass after washing.

Do clean glass with a mild dish soap and water. Rinse completely with clean water and wipe dry with a soft cloth to avoid water spots.

Avoid washing glass in direct sunlight for best results.

Do clean screens by first removing, then washing on a clean, flat surface with a mild soap and water solution using a soft brush. Rinse, dry and reinstall.

### MOLD AND CONDENSATION

Water condensation can occur on your window and door interior surfaces if certain conditions exist. Often it's a warning to you that excessive moisture exists in your home that may facilitate mold growth. Condensation on interior window surfaces results from higher moisture content in the air contacting lower temperature surfaces on the glass or frames. The higher your home's interior humidity and the lower the outside air temperature, the more condensation can occur.

Do check all window sashes for smooth and regular operation. Increase interior home ventilation and air exchange devices if needed.

Do use your exhaust fans, especially when showering.

Do consider installing a dehumidifier. Use ceiling fans to improve air circulation.

Do open windows and doors when practical to allow interior moisture to escape.

### PREMIUM EXTERIOR VINYL FINISHES

As with all Cap-Stock finishes, natural weathering will occur over extended periods of time. Proper care of your Cap-Stock surfaces is important in maintaining the luster and color of the finish.

- Do Use a soft wet brush or absorbent cloth to carefully remove debris stuck to the Cap-Stock finish.
- Do periodically wash Green World finishes using warm water, and a mild detergent on a soft absorbent cloth.

Never use solvents or solvent based cleaners of any kind on Green World finishes.

Never use a dry cloth or hard bristle brush to clean Green World finishes.

### SMOOTH OPERATION

Do lubricate the moving parts of window and door hardware if not operating smoothly. Use only a spray silicone product to lubricate moving parts, being careful not to apply excessive amounts. Wipe up any drips or spills. In salt-air environments, monthly cleaning and lubrication may be necessary to preserve function (see text of warranty on reverse side for the exclusion of warranty coverage for functionality of hardware in corrosive environments).

Do inspect weather stripping on operable windows and doors to be sure it seals evenly when closed.

Do make certain that the track area is kept clean. Frequent vacuuming will clear any accumulated dirt and dust.

Do adjust sliding door rollers for proper height clearances. Door rollers are adjusted with a screwdriver through access holes in either the end or side of the sliding panel, located near the bottom of the panel.

Do adjust rolling screen doors to slide smoothly. Use a screwdriver, in all four corners, to make adjustments.

Do check on the sliding door lock strike placement if you adjust the door rollers. Adjustment is made by loosening screw fasteners, moving strike plate and tightening. Re-check for proper lock operation.

### DRAINAGE SYSTEMS

Windows and doors use a simple drainage system or 'weep' holes designed in the frame itself. These water drainage pathways must be kept clean and clear of any obstructions to operate effectively.

It's normal for water to accumulate in the sill or track area during a period of wind-driven rain. The weep system is designed to allow the water to drain to the outside as water builds up, or outside wind pressure subsides. Clogged weep holes may prevent excess water from draining. Over time standing water can damage your window or door and lead to structural damage from mold, mildew and wood rot if water enters your wall cavities.

Do keep all sill or track surfaces clean of dirt and debris.

Do make sure that exterior weep holes are clear of any debris, stucco, sand or other obstructions.

Do use a small, soft brush (such as an old toothbrush) to clear openings.

Do regularly inspect the exterior perimeter of your window and door frames for any cracks, or cracks in the adjacent siding material that can cause moisture to penetrate. If a crack appears, seal with a good grade of sealant according to the sealant manufacturer's instructions.

### IMPORTANT DO'S AND DON'TS

- DO: Clean the frame surfaces with mild soap and water.
- DON'T: Use razor blades, putty knives or abrasive scrub pads.
- DO: Use a commercial glass cleaner or mild soap and water.
- DON'T: Use ANY petroleum-based cleaners or solvents.
- DO: Clean window & door tracks and weep holes.
- DON'T: Use oil-based lubricants or damage weep hole covers/baffles.
- DO: Regularly check weather stripping and hardware performance.
- DON'T: Add films or attachments to the glass.
- DO: Read and understand your Warranty.

**Remark: Any of the "Don't" actions listed above will void your warranty. Green World Windows has the right of explanation of the Warranty, Warranty terms and conditions subject to change without notice.**

Acknowledged By Customer: \_\_\_\_\_