



**County
Administrator**

Robert W. Wilson
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wilsonro@casscountynd.gov

M E M O

TO: County Commissioners
FROM: Robert W. Wilson
DATE: October 29, 2021
SUBJECT: Sheriff's Courthouse Office Pass-Through Window

The Sheriff's Office has approached the Commission Office with a request to remodel the entrance to their Courthouse office located next to the Veteran's Service Office. The request is to add a pass-through window next to the door.

The upgrade is requested for security reasons. Members of the Warrants Division work out of this office and are often in the field. If a member of the public visits the office and becomes agitated it's possible there may only be civilian employees in the office. Once inside the office, there is no barrier between the front desk and access to the rest of the office.

Buildings and Grounds Supervisor Gene Gartner has obtained quotes and estimates the project can be completed for approximately \$15,000. This is not a 2021 budgeted item. I would recommend utilizing CARES funding for this project.

Under the consent agenda, I'm requesting the Commission authorize proceeding with the project.

SUGGESTED MOTION: Authorize the remodel of the entrance to the Sheriff's Office at the Courthouse to add a pass-through window and approve the expenses be paid using CARES Act Funds.

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

www.casscountynd.gov

Walz Enterprises

2878 143 st. so.

Glyndon, MN 56547

701 388 4260

walzenterprises@outlook.com

Estimate

ADDRESS

Cass County

County of Cass

211 9th St S

Fargo, ND 581031833 USA

ESTIMATE # 1036**DATE 10/15/2021**

ACTIVITY	QTY	RATE	AMOUNT
Sheriff's office door and window project			
Labor	1	45.00	45.00
Remove door and hardware and keep to be used in new frame.			
Labor	2	45.00	90.00
Remove wired glass windows and dispose			
Labor	2	45.00	90.00
Remove steel door/window frame and dispose			
Materials	1	15.00	15.00
Blades etc.			
Labor	5	45.00	225.00
Install new door frame and frame wall for pass thru.			
Materials	1	165.00	165.00
3 5/8 framing			
Labor	4	45.00	180.00
Insulate and sheetrock			
Materials	1	90.00	90.00
Insulation and sheetrock			
Labor	10	45.00	450.00
Tape and mud to smooth			
Materials	1	35.00	35.00
Tape and mud			
Labor	4	45.00	180.00
Sand and prime			
Materials	1	45.00	45.00
Primer and supplies			
Labor	5	45.00	225.00

ACTIVITY	QTY	RATE	AMOUNT
Install countertop			
Materials	1	75.00	75.00
Materials and hardware for countertop			
Labor	1	45.00	45.00
Vinyl base labor and materials			

I will supply materials listed. Owner to supply door frame. Glass and window frame and countertop.

TOTAL

\$1,955.00

Accepted By

Accepted Date