



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 26-137

Agenda Date: 7/14/2026

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

To authorize the waiver of the bid process and the purchase of a new key lock box system from the Knox Company in the amount of \$148,000, capital expenditure (FR-2027-004), which was approved as part the capital budget (19100-47430).

II. Basis for Council Action.

Council approval of this item is required because;

- a. The Council has the authority to enter into contracts as the legislative body of the Town pursuant to Article II, Section 3(1) of the Charter, and
- b. The purchase requires Council approval in accordance with Section 5.4 of the Town of Windham Purchasing Policies (2024), as amended.

III. Issue Summary.

Please refer to the supporting information from Fire Chief Brent Libby.