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MEMORANDUM

To: Gregg Mandsager, City Administrator
From: Pam Collins, Library Director
Date: March 9th, 2018
RE: Request for Council to Authorize the Issuance of a Purchase Order for Communications Services & Equipment to Lucas Communication, Inc.

Introduction: Lucas Communication, Inc. was the lowest bidder for the Musser Public Library & HNI Community Center Communications Services & Equipment project. The Communications Project includes:

- Phone System
- Security Camera System
- PA System
- Cabling (for phones and computer network)

The Library is seeking City Council approval for issuance of a purchase order to initiate this acquisition including installation.

Background: The Library initiated bids for the Communications project on March 1st, 2018. Bids were opened and tabulated on March 9th, 2018. Three companies submitted bid proposals. Lucas Communication, Inc., was the low bidder on the Communications project at **\$27,931.72**. Electronic Engineering was the high bidder on the Communications project at **\$37,886.00**.

At the beginning of this project, the Library budgeted the Communications cost at \$36,000.

Recommendation/Rationale: The Library recommends that City Council authorize the issuance of a purchase order to Lucas Communications, Inc., for the amount of \$27,931.72. Lucas Communications, Inc., is a reputable, local company with quick response time.

Additional Information:

1. Bid Tabulation Sheet
2. Communications Services & Equipment Bid sheet from Lucas Communications, Inc.

March 9th, 2018 --- Bid Opening

March 15th, 2018 --- Request for Approval of Shelving Purchase Order

April 2018 --- Communications Equipment Installation

