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Public Works

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MEMORANDUM

Equipment Maintenance
Roadway Maintenance
Collection & Drainage
Building & Grounds
Engineering

To: Mayor and City Council Members

CC: Gregg Mandsager, City Administrator

FROM: Brian Stineman, Director of Public Works

DATE: October 30, 2018

RE: Request to Issue Purchase Order for Overhead Garage Doors

INTRODUCTION:

The Public Works Building & Grounds Division has budgeted to replace several overhead garage doors on multiple Public Works buildings.

BACKGROUND:

Public Works requested quotes from three vendors to supply and install three overhead doors on two Public Works Buildings. The quotes are listed below:

Vendor	Price
Midwest Door	\$13,880
Dan's Overhead Doors & More	\$13,931
Quality Garage Doors	No Quote Received

RECOMMENDATION/RATIONALE:

Staff recommends approving a purchase order to Midwest Door in the amount of \$13,880 for the purchase and installation of three overhead doors. There is \$14,925 budgeted in the Building & Grounds Deferred Maintenance Budget for this item.

BACKUP INFORMATION:

N/A