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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

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TO: Library Board

FROM: Dean R. Gazza

DATE: 10/17/2023

RE: Action: Award the Appleton Public Library's "Appleton Public Library Furniture" contracts to Systems Furniture for \$184,016.63.

Note that the previous action item to approve furniture for the library inadvertently excluded Systems Furniture in the Action Statement but they were recognized in the body of the memo (see attached). To ensure the Action item is properly recognized, we are resubmitting this memo for approval of the Systems Furniture contract for \$184,016.63.

The Appleton Public Library project included an allocation for \$2.5 million to cover the cost of the furniture and shelving product and installation. Proposals were reviewed by sixteen suppliers in which we received proposals from eleven and eventually chose six to provide the furniture and shelving.

Request for Proposals were issued and publicly advertised. Proposals were received by eight firms and carefully reviewed. Our team carefully reviewed each proposal and worked with suppliers to select products that met our specification, and our budget.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.