



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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**To:** Finance Committee

**From:** Dean R. Gazza, Director of Parks, Recreation and Facilities Management

**Date:** August 26, 2019

**Re:** Action: Request to sole source contract to Holtger Bros., Inc. for a contract fee of \$36,840 and a contingency of \$3,800 for installation of fiber to the Scheig Center for a contract amount not to exceed \$40,640.

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The 2019 Capital Improvement Plan includes \$85,000 for safety and security improvements to parks. This includes installation of fiber to the Scheig Center to allow security camera connection and card access installation. In addition, it will allow future computer network access and building automation controls for HVAC equipment. Furthermore, due to the proximity of the Appleton Memorial Park Jones Building, accommodations will be made at this time to allow future fiber installation at the Appleton Memorial Park Jones Building.

This memo is a request to sole source a contract to Holtger Bros., Inc. for installation of fiber to the Scheig Center located within Appleton Memorial Park. Holtger Bros., Inc. has been sole sourced for fiber work for City of Appleton properties previously and has extensive knowledge and experience of the Appleton Area Metropolitan Fiber Optic Network (AAMFON).

It is the recommendation of the Parks, Recreation & Facilities Management Department to execute a contract with Holtger Bros., Inc. in the amount of \$36,840 with a contingency of \$3,800 for a project total not to exceed \$40,640.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).