



"...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: January 26, 2016

Re: Action: Request to sole source contract to File Tech to rebuild a Mobile Shelving Unit at the Police Department for a contract fee of \$35,000 and a contingency of \$0 for a contract not to exceed \$35,000.

This memo is a request to sole source a contract to File Tech to rebuild an existing mobile shelving unit at the Police Station. The mobile shelving unit is a Montel unit. The only certified installer in Wisconsin is File Tech located in Greendale, WI.

During the construction of the Police Station, an existing unit, purchased several years prior, was re-installed and we were able to get an extra five years of service life from it.

Rebuilding the file system versus purchasing a completely new system is the most fiscally responsible choice as much of the current metal shelving can be re-utilized and would meet the needs of the Police Station well into the future. If new shelving was required it would add a minimum of \$15,000 depending on the final configuration and type of shelving ordered. Just about everything other than the metal shelving itself will be new, including a warranty of 5 years.

The work will include completely tearing down the old system, installing new rails, new decking, new carriages and wheels and the old shelving will be reinstalled.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.