

**MEMORANDUM****To:** Gregg Mandsager, City Administrator**From:** Pam Collins, Library Director**Date:** February 12<sup>th</sup>, 2018**RE:** Request for Council Approval of Issuance of Purchase Order for Shelving Contract to LFI, Inc.

**Introduction:** LFI, Inc. was the lowest bidder for the HNI Community Center and Musser Public Library shelving project. The Library is seeking City Council Approval for issuance of a purchase order to initiate this acquisition.

**Background:** The Library initiated bids for the Shelving & Moving contract on January 31<sup>st</sup>, 2018. Bids were opened and tabulated on February 8<sup>th</sup>, 2018. Four companies contacted the library expressing interest in the bid and two submitted proposals. LFI, Inc. was the low bidder on the Shelving project at **\$155,755** and was the only bidder on Alternate Bid #1: Moving at **\$20,000.00**. Iowa Prison Industries (IPI) was the high bidder on the Shelving project at **\$160,032.58**. IPI did not submit a proposal for the Alternate Bid #1: Moving.

**Recommendation/Rationale:** The Library recommends that City Council approve this Shelving bid. LFI, Inc. is an established provider of shelving & moving services and has been operating in the Midwest for over 30 years.

**Additional Information:**

1. LFI, Inc. Shelving & Moving Bid Proposal
2. Bid Tabulation Sheet

January 2018 --- Bid Opening

February 15, 2018 --- Request for Approval of Shelving Purchase Order

April 2018 --- Shelving Installation

Musser Public Library & HNI Community Center Building Project Muscatine, Iowa Project #16201001			Bid Tabulation February 8th, 2018						
General Contractors		Iowa Prison Industries	LFI, Inc.						
Shelving Bid		✓	✓						
Alternate Moving Bid		-	✓						
Base Bid		\$160,032.58	\$155,755.00						
Total		\$160,032.58	\$155,755.00						
Alternate No. 1 - Moving		N/A	\$20,000.00						