



August 27, 2019

Council Meeting of September 3, 2019  
Subject: Moveable Bookshelves Purchase

The Honorable Mayor  
and  
Members of the City Council

Ladies and Gentlemen:

The FY-2020 budget provides for the purchase of moveable bookshelves for the Children’s Section of the Library to facilitate the use of the soon to be installed Storyville area.

Ten (10) moveable bookshelves are available to be purchased through the Sourcewell cooperative purchasing program, from The Casper Corporation of Farmington Hills, MI at a total cost of \$22,290.14. Purchase through a cooperative purchasing contract is in compliance with the City's ordinance. Funds in the amount of \$34,000 are budgeted in the Capital Improvement fund for this purchase.

Adoption of the attached resolution will award the purchase of ten (10) moveable bookshelves from The Casper Corporation of Farmington Hills, MI at a total cost of \$22,290.14.

Respectfully submitted,

*Mark C Meyers AC*

Mark C. Meyers  
City Administrator

GAB/sr  
Attachment

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
Parks/Recreation (231) 799-6802	Planning/Zoning (231) 799-6800	Police Department (231) 733-2691	Public Works (231) 799-6803	Streets Division (231) 798-2156	Water/Sewer (231) 799-6804

## RESOLUTION

WHEREAS, the current budget provides for the purchase of ten (10) moveable bookshelves to be used in the Children's Section of the Library, and

WHEREAS, ten (10) moveable bookshelves are available to be purchased from The Casper Corporation of Farmington Hills, MI through the Sourcewell cooperative purchasing program at a total cost of \$22,290.14, and

NOW, THEREFORE, BE IT RESOLVED, that the purchase of ten (10) moveable bookshelves at a cost of \$22,290.14 is authorized.

At a regular meeting of the City Council of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 3<sup>rd</sup> day of September, 2019, the foregoing resolution was moved for adoption by Council Member. The motion was supported by Council Member.

Ayes:

Nays:

Resolution declared adopted/denied.

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Shelly Stibitz, City Clerk



## Internal Memo

August 27, 2019

TO: Mark Meyers, City Administrator

FROM: Gerald Bartoszek, Public Works Director *GAB*

SUBJECT: Library Bookshelves Purchase

The Muskegon Area District Library (MADL) requested that we purchase moveable bookshelves for the Children's Section of the Library to facilitate the use of the soon to be installed Storyville area. An appropriation of \$34,000 was included in the Capital Improvement portion of the FY-2020 budget. As you know, in addition to the lease payment to the City for use of the library space, they also pay a capital improvement component for items such as this.

MADL has specified the bookshelves that will fit their needs. We have located a vendor, The Casper Corporation, the exclusive Michigan representative for Spacesaver, which meets the specifications and has a cooperative purchase agreement with Sourcewell, formerly National Joint Powers Alliance (NJPA). The Casper Corporation has provided a price of \$22,290.14 to supply, deliver and install the ten (10) moveable bookshelves requested by MADL.

I am recommending award of the ten (10) moveable bookshelves to The Casper Corporation of Farmington MI at a cost of \$22,290.14. It is my desire for this item to be included on the September 3, 2019 City Council agenda for their consideration.