

Memo

To: Mr. Gregg Guetschow, City Manager
Cc: Mayor Burch, City Council Members and Ginger Terpstra, City Clerk
From: Lisa Sherman, Chief of Police
Date: April 2, 2014
Re: Bids for Carpet

A request for bids was sent to three local carpet retailers on February 28, 2014. On Friday, March 28, 2014 a bid was received for the replacement and installation of carpeting within the Police Department. The bid is as follows:

Custom Home Interiors \$6,574.00

In reviewing the bid, all specifications requested were met. The replacement of the carpet is part of an overall office updating. Based on the information received, I am recommending we purchase the carpeting from Custom Home Interiors.