



## **MEMORANDUM**

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**Date:** February 17, 2022  
**To:** Deadwood Historic Preservation Commission  
**From:** Mike Runge, City Archivist  
**Re:** **Purchase of Oversized Flat Cabinet for Archives**

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The City Archives would like to purchase four (4) five drawer oversized map cases and one base from National Business Furniture. These new metal flat file cabinets will be used to properly store the City and Historic Preservation's collection of architectural plans, oversized photographs, and oversized advertisement media.

These cabinets are an approved expenditure in the City Archives 2022 budget. Three quotes for this metal flat file cabinet are listed below and attached to this memorandum.

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|-------------------------------|------------|
| • National Business Furniture | \$9,430.50 |
| • Gaylord Archival,           | \$9,886.60 |
| • K-LOG                       | \$9,936.90 |

Staff recommends purchasing the cabinet from National Business Furniture in the amount of \$9,430.50 to be paid out of the Archives budget.

### **RECOMMENDATION:**

Allow the City of Deadwood Archives to purchase to purchase four (4) five drawer oversized map cases and one base from National Business Furniture. The cost for this purchase will not exceed \$10,000.00. This is a 2022 City Archives budgeted item.