



## MEMORANDUM

June 12, 2026

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To: Mayor Olson and City Council members  
From: Norm Beagley, MPA, P.E., City Manager  
**RE: Library Furniture, Fixtures, & Equipment (FF&E) Purchase (Bookshelves)**

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Mayor and Council Members,

The new City Hall library construction is nearing completion. Furniture, Fixtures, & Equipment (FF&E) is budgeted for within the forthcoming FY 2026-2027 final budget. As some of the items have 6 to 12 week lead times, we need to order the FF&E components as soon as possible.

Santaquin City Library Director, Jennifer Wagner, did a great job obtaining bids for the needed FF&E equipment. She obtained 3 bids for bookshelves. The preferred and recommended supplier, Spacesaver Intermountain, is on the State of Utah's list of preapproved suppliers and has provided their proposal with excellent Utah State Bid pricing. Additionally, Jen has received multiple positive recommendations from other libraries that Spacesaver Intermountain has provided excellent service and products to for their libraries.

Jen and I recommend authorizing the purchase of bookshelves from Spacesaver Intermountain under their attached proposal.

There are sufficient funds within the forthcoming FY 2026-2027 final budget to cover this cost.

I am happy to answer any questions you may have regarding the bids or the proposed authorization of this purchase.

**Recommended Motion:**

Motion to authorize the purchase for Library FF&E, bookshelves, to Spacesaver Intermountain in an amount not to exceed \$156,413.70.