



MEMORANDUM

July 14, 2023

To: Santaquin City Mayor and City Council
From: Norm Beagley, MPA, P.E., City Manager
RE: **City Hall Community Services Furniture Order (Ratification)**

Mayor and Council Members,

At the Mayor's direction, and with the Council's consent, we ordered the needed Community Services furniture for the new City Hall building. This furniture is for the multipurpose room and classrooms in the south wing of the new building.

As we discussed previously, we received just one bid for the needed Community Services furniture. The company that submitted a bid currently holds a State competitive bid contract. We ordered the Community Services furniture from MytyLite.

There are sufficient funds currently budgeted for this Community Services furniture purchase under the Capital Projects FF&E budget line item.

I am happy to answer any questions you may have regarding this purchase.

Recommended Motion: Motion to approve (ratify) the purchase of the Community Services furniture for the new City Hall in the amount of \$66,491.00.