

# City of Minot

**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Chief John Klug

**DATE:** April 27, 2020

**SUBJECT: AWARD OF BID- ELECTRONIC DOOR LOCKS IN CITY HALL AND POLICE DEPARTMENT BUILDINGS**

## **I. RECOMMENDED ACTION**

1. It is recommended the Council approve awarding the bid to The Computer Store in the amount of \$64,815.00

## **II. DEPARTMENT CONTACT PERSON**

John Klug, Chief of Police 857-9800  
Kevin Sickler, Superintendent 857-4142

## **III. DESCRIPTION**

### **A. Background**

The Minot Police Department and City Hall are in the process of upgrading the access control features of the entire building. Part of those improvements is the addition of electronic door locks with wireless programming capabilities.

### **B. Proposed Project**

An advertisement requesting bids for 35 interior door locks and five exterior door locks was made. Five of the interior locks would be part of the City Hall security improvement project and 35 of the locks would be for the police department door lock upgrade.

### **C. Consultant Selection**

Three qualified bids were opened and read aloud at the public bid opening held on Tuesday, April 7<sup>th</sup>, 2020 at 11:00 a.m. in the City Council Chambers at City Hall. See the attached Recommendation of Award and Bid Tabulation for detail on bidders.

## **IV. IMPACT:**

### **A. Strategic Impact:**

The current door locks on the police department and the supporting software are approaching twenty years old. Some locks have been deactivated due to mechanical issues. Each time an employee PIN number or ID card changes every individual door lock must be changed manually. Modern locks would allow instant programming of any changes from a computer. Five additional locks will also be needed in the building for the doors being added in City Hall.

### **B. Service/Delivery Impact**

N/A

C. Fiscal Impact:

<u>Project Costs</u>	
Cost	\$64,815.00

<u>Project Funding</u>	
001-2100-421.04-33 (Police Department)	\$56,712.00
001-4400-419.04-33 (City Hall)	\$8,103.00

V. **TIME CONSTRAINTS**

N/A

VI. **LIST OF ATTACHMENTS**

A. Bid Tabulation