



**TO:** Mayor Shaun Sipma  
Members of the City Council  
**FROM:** Janet Anderson, Library Director  
**DATE:** July 27, 2021  
**SUBJECT:** **Quote Justification for HVAC Controls Budget Amendment**

Mayor Sipma and City Council,

You have received a request to move \$11,997.00 from a Library Capital project to the Library's HVAC account. Also included is a proposal from ProControls Midwest outlining the work to be completed.

Following established City of Minot guidelines, a proposal of this amount would require competitive quotes from other vendors. However, after discussion with the City of Minot Finance Department and City of Minot Property Maintenance Superintendent, it has been determined that requesting quotes would be unnecessary and inefficient.

The Minot Public Library has been working with ProControls Midwest for many years and all of the equipment and other hardware connecting the Library's HVAC system to the computerized controls was installed by this company. To request quotes from other vendors would mean that the prices quoted would include a complete removal of existing hardware and installation of new. We believe that this would result in a quote much higher than the one received and would not be an appropriate use of resources.

I thank you for your time and continued support of the Library and am available at any time to answer questions or provide additional information.

Respectfully Submitted,

A handwritten signature in blue ink that reads 'Janet Anderson'.

Janet Anderson  
Minot Public Library Director  
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