

MEMORANDUM

To: Manitowoc Library Board of Trustees
From: Karin Adams, Executive Director
RE: HVAC Rooftop Unit and Controls Replacement
Date: April 28, 2025

As a reminder, during the 2025 budgeting process, both the Library Board and City Council approved the funding for the replacement of the Library's HVAC Rooftop Condenser Compressor Unit and HVAC Controls Interface, splitting the cost 50/50. The scope of the project, and the dollar amount of the project (over \$25,000), result in being categorized as a public work and have the requirement of public bidding the project.

This memo is to inform you that Stacey Bialek, Facilities Manager, and I are coordinating with the City's Department of Public Infrastructure (DPI) to begin that process:

- City's online portal called Quest handles public bids.
- The bid is published via Quest for a designated time; interested vendors submit their bids.
- Bids are opened/viewed at a City Board of Public Works meeting.
- Ultimately, the choice is included on the agenda for Common Council official approval (typically with Consent Agenda).
- Once approved, contracts are created for signatures and work begins.

I will keep the Library Board informed as we move through this process.