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PLYMOUTH DISTRICT LIBRARY

TO: Plymouth District Library Board
RE: Blanket Purchase Order Modification
DATE: 6/14/2024
FROM: Melanie Bell, Assistant Director

In May we asked the board to approve a Blanket Purchase Order with Executive Property Maintenance Inc. for $9000 from budget line 930 (Repairs & Maintenance). This was originally intended to cover annual landscape maintenance and irrigation work for the amphitheater. However, during work on the amphitheater, we had to expand the scope of the irrigation due to a broken water pipe and we moved low voltage lights installation from the Danboise vendor to Executive Property Maintenance. We are asking the board to approve a modification of the Blanket PO with Executive Property Maintenance Inc. from $9000 to $13,200. This will not put us over budget in the Repairs and Maintenance line as we ended up spending less with Danboise and were able to save money on window repairs by working with Green Earth Coatings.

VENDOR	BUDGET LINE	ANTICIPATED SPENDING
Executive Property Maint.	930 (Repairs & Maintenance)	$13,200

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PROPOSED LIST OF BLANKET PURCHASE ORDERS FOR FISCAL YEAR 2024.

AYES _____ NAYS _____