

INFORMAL PURCHASES

QUOTE CHECKLIST

Under the Purchasing Ordinance, you must obtain at least three (3) quotes from vendors for purchases that are anticipated to exceed \$1,000.00 but not exceed \$25,000.00.

Under the revised Small Minority and Local Business Ordinance, at least one of the three quotes must come from a City-Based Business (CBB) that has registered with the SMBE Office.

Does funding source prohibit use of the Buy-Local program? Yes No

PURCHASE INFORMATION

DATE: 06/30/2021 SUBMITTED BY: Elizabeth Van Tuyl DEPARTMENT: BHC, Bridgeport Public Library

REQUISITION #: _____ AMOUNT (INCLUDING SHIPPING): \$2,2201.10

PROVIDE DETAILED DESCRIPTION OF ITEM(S) TO BE PURCHASED. **ADDITIONAL INFORMATION/EXPLANATION MUST BE PROVIDED IF CBB IS NOT CONTACTED (add additional sheets as necessary):** 10' x 10' storage unit, upper floor, off-site; storage for historic newspapers awaiting microfilming; one year cost estimate

*****BE SURE TO SUPPLY BACKUP WITH EACH QUOTE*****

QUOTE NUMBER 1

City Based Business: Yes No

Vendor Name: Self Storage of Stratford - locally owned, non-corporate

Phone #: 203-5887-7777

Vendor Contact: Theresa

Date Quote Rec'd: 06/27/2021 Amount (including shipping): \$2,2201.10

Cost: \$159/mo; Admin + lock: \$30; Insurance: \$10/mo; Rate increase at 9 months=\$164.74, 8% increase last 4 months); 07/22/21 START

QUOTE NUMBER 2

City Based Business: Yes No

Vendor Name: U-Haul Storage - Pine Street, Bridgeport

Phone #: 203-916-6259

Vendor Contact: very hard to reach, various reps.

Date Quote Rec'd: 06/27/2021 Amount (including shipping): \$\$2,480.75

Cost: \$194.95/mo; Admin: no; Lock: \$9.95; Insurance: \$10.95; Rate increase, \$5.00 increments; Min. total for yr paid in full: \$2,480.75; 7/22/21 start

QUOTE NUMBER 3

City Based Business: Yes No

Vendor Name: Extra Space Storage

Phone #: 203-313-5669

Vendor Contact: Gio Solis

Date Quote Rec'd: 06/27/2021 Amount (including shipping): \$\$2,640.00

Cost: \$20/mo; Admin: n/a; Lock: n/a; Insurance: \$11.00/mo; Rate increase - none for this year with cost paid in full; 7/22/2021 start

I ATTEST TO THE ACCURACY OF THE FOREGOING: _____

DATE: 6/30/2021

STORAGE UNITS – off-site storage for BHC newspapers

***Self Storage of Stratford**

777 Barnum Avenue Cutoff
Stratford, CT 06614
(203) 587-7777

Start date of July 22nd

Unit: 10x10, upper floor

Monthly rental: \$159

Administrative fee + lock: \$30

Insurance: \$10/month

Rate increase in 9 months: 8%

Lease: month to month only

Minimum Total for year: \$2,059.20

With rate increase at ninth month: \$ 2,110.1 (\$164.74=increase for last four months)

Contact: Theresa

*locally owned, non-corporate; excellent customer service

U-Haul Storage

526 Pine Street
Bridgeport, CT 0660
203-916-6259

Start date of July 22nd

Unit: 10x10, upper floor

Monthly rental: \$194.95

Administrative fee: no

Insurance: \$10.95

Lock: \$9.95

Rate increase: \$5.00 increments; determined by corporation

Lease: one year possible

Minimum total for year with 12 months paid in full: \$2,480.75

Contact: very hard to reach; had to go through corporate office

Public Storage
299 Wordin Avenue
Bridgeport, CT 06604
203-583-3701

Start date of July 22nd

Unit: 10x10, upper floor
Monthly rental: \$188.00
Administrative fee: \$24.00
Insurance: \$15.00
Lock: \$19.00
Rate increase: first increase up to 20%
Minimum total for year: \$2479.99
Contact:

Extra Space Storage
2101 State Street Extension
Bridgeport, CT 06605
203-313-5669

Start date of July 22nd

Unit: 10x10, upper floor
Monthly rental: \$209.00
Administrative fee: n/a
Insurance: 11.00
Lock: n/a
Minimum total for year: \$2,640.00 – total with no rate increase expected
Contact: Gio Slois
*good customer service; easy, proven access

BRIDGEPORT LIBRARY

925 Broad Street
Bridgeport, CT 06604

To: Bernd Tardy, Purchasing Director
From: Elaine Braithwaite
Re: Off-site storage, informal purchase memo
Date: 06/30/2021

Reason for Needed Purchase:

Storage for 19th and early 20th Century newspapers awaiting microfilming;
10' x 10' off-site unit, self-storage, upper floor

Explanation of Vendor Chosen (should Qualified Purchase be approved):

Self-Storage of Stratford provided the best overall cost and excellent customer service; the library will be able to secure a unit by reservation for a move in date of 7/22/2021

What budget is approved for these requested Goods or Services? (Circle 1):

Operating Capital Grant (If no budget approved already for purpose, explain why funding source proposed should be used):

Are Grant fund Requirements involved with this purchase? (Explain if yes): **No**

Additional information/explanation, if any

N/A

This is rental storage. The rent must be paid on time and at the same time every month to avoid late fees or eviction.

Elaine Braithwaite



City Librarian