



9

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

(203)797-4652
FAX: (203)796-1526

MEMORANDUM

TO: Mayor Mark D. Boughton via the Common Council

FROM: David W. St. Hilaire, Director of Finance *DWS*

DATE: 3/24/08

CERTIFICATION

SUBJECT: Certification of Funds-Historic Document Reserve Account

As per the attached request from Town Clerk Lori A. Kaback, I hereby certify the availability of funding in the Historic Documents Reserve Account (2.2129) in the amount of \$30,535. Of this amount, \$26,225 is to be transferred to the Town Clerk's Office Equipment line item, account 1160.5701, for a shelving and reorganization project, and \$4,310 is to be transferred to the Town Clerk's Office Supplies line item, account 1160.5601, to purchase a dog license software program.

Please contact me should you have any questions at 797-4652.

DWS/sk

attach.

cc: Lori A. Kaback, Town Clerk



RECEIVED
FINANCE DEPT.

9-1

MAR 19 2008

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

LORI A. KABACK
TOWN CLERK

(203) 797-4531 PHONE
(203) 796-8087 FAX

Memorandum

To: Hon. Mark D. Boughton and Members of the Common Council
From : Lori A. Kaback, Town Clerk LK
Cc: David W. St. Hilaire, Director of Finance
Date: March 19, 2008
Re: Historic Document Reserve Account

The Town Clerk's Office needs additional shelving and reorganization to accommodate our vital records. Attached is a quote for this project. The cost is \$26,225.00, which is subject to the City's purchasing procedures.

The Town Clerk's Office is also in need of a dog license software program. This will help us with our reports to the State. The cost of this program is \$4310.00. I have also attached a copy of this quote.

I am requesting that \$26,225.00 be appropriated from Historic Document Reserve Account 2.2129 to Office Equipment 1160.5701 and \$4310.00 be appropriated from Historic Document Reserve Account 2.2129 to Office Supplies 1160.5601. As of January 31, 2008 the balance in the Historic Document Reserve Account is \$194,421.

I would appreciate you considering this on the April 2008 agenda.

9-2



**Information Management
& Storage Solutions**

March 14, 2008

Ms. Lori Kaback
Danbury City Hall
155 Deer Hill Avenue
Danbury, CT 06810

Dear Lori,

Thank you for your continued support of Dupont Systems and the time you spent with me reviewing your storage requirements for town records. As you know, Dupont Systems is the expert in the field of historic document storage. We have assessed your needs and are pleased to present the attached layout that will increase your storage capacity for your records. We will use the existing shelving and manufacture the additional items needed. Below is the pricing detail using the Connecticut State Contract # 05PSX0335 for the items we will be providing the City of Danbury.

Mobile Shelving with carriages & track \$26,225.00
Shelving A (6) units @ 36"L x 20"D x 88"H two sided (7 openings)
Shelving A (3) units @ 24"L x 20"D x 88"H two sided (7 openings)
Shelving B (1) unit @ 24"L x 24"D x 88"H two sided (5 openings & 6 roller openings)
Shelving C (2) units @ 36"L x 24"D x 88"H two sided (6 openings)
Shelving D (2) units @ 36"L x 30"D x 88"H two sided (4 locking draws & 3 openings)
Shelving E (1) unit @ 36"L x 30"D x 88"H two sided (6 openings)
Shelving E (1) unit @ 24"L x 30"D x 88"H two sided (6 openings)
Shelving F (1) unit @ 36"L x 16"D x 40"H (3 locking draws)
Includes sub-floor with tile finish

Color: Verify Chart, Warranty: 5 years components and 1 year labor

Prices include equipment, freight, local delivery and installation. Also includes removal of existing equipment, handling all material and loading on to new mobile shelving system.

I look forward to working with you on this project and servicing all your future storage needs. Please feel free to contact me @ 203-508-1433 with any questions.

Sincerely,

Ronald Keith

Dupont Systems, Inc.