



**LARAMIE COUNTY  
COMMUNITY COLLEGE**  
*Cheyenne ♦ Laramie ♦ Pine Bluffs*

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# MEMORANDUM

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TO: Members of the Board of Trustees

FROM: Dr. Joe Schaffer, President

DATE: June 17, 2015

SUBJECT: Recommendation to Procure Two Outdoor Marquees

At the request of the Public Relations Department, the College publicly solicited competitive bids for two (2) marquees. The current marquees are approximately 12 years old and need to be replaced because they cannot be repaired if damaged or broken; the parts are no longer available; and the software is no longer supported. The bid was posted on [www.PublicPurchase.com](http://www.PublicPurchase.com) and was sent to 5 companies.

The bid opening was June 15, 2015 at 3:00 p.m. The only company that supplied a bid was Schlosser Signs, Inc. The bid provided by Schlosser was for \$68,862.00 for the purchase of two Daktronics' marques, software, wireless transmitters and installation of the equipment.

I am, therefore, recommending that the Board of Trustees approve the purchase of two marquees in the amount of \$68,862.00, the fund for which will come from the Current Fund.

**RECOMMENDATION:**

That the Board approves the purchase of two (2) marquees in the amount of \$68,862.00. Funds for this purchase will come from the Current Fund.