



PUBLIC LIBRARY
7421 West National Avenue
West Allis, Wisconsin 53214-4699

January 24, 2013

Gene Baietto, Purchasing Manager
City of West Allis
City Hall
West Allis, Wisconsin 53214

Dear Gene:

The library is respectfully requesting that the Purchasing Division facilitate the sole source purchase of a modified Mohawk Information/Reference Desk system from Business Interiors by Staples at a cost of \$17,535.66. This particular system is only available through Business Interiors by Staples.

The Mohawk reference desk system is fully functional and designed to meet the specialized, specific needs of a public library's reference/information desk. This system will be able to accommodate the library's objective of "roving reference" service as outlined and approved by the Library Board in its Strategic Plan. This new method of delivering reference service to the public calls for individual work spaces that can easily be converted from seated to standing workstations at any time during a regularly scheduled service shift. In addition, the Mohawk system will be compatible with the other renovations that have recently been completed in this area.

We appreciate your assistance in this matter. Please call me if any additional information or clarification is needed.

Sincerely,

A handwritten signature in cursive script that reads "Michael Koszalka".

Michael Koszalka
Library Director

JN