



MEMO

Recorder

Deborah A. Moeller
701-241-5625
MoellerD@casscountynynd.gov

TO: Cass County Board of Commissioners
FROM: Deb Moeller, Recorder
DATE: April 29, 2022
RE: Authorize Purchase of Fireproof File Cabinets

In recent months, two local law firms have unexpectedly increased the number of Wills submitted to our office for safekeeping. Due to this unexpected increase, our office is in need of three fireproof file cabinets to safely store the Wills in our vault area.

I have received two comparable quotes and ask that you authorize the purchase of three fireproof file cabinets from Business Essentials in the amount of \$8,409.30 out of the Recorder's Document Preservation Fund. I have attached a copy of the Business Essentials Quote.

While this is an unbudgeted expense in 2022, I believe the cost can be covered by previously budgeted funds remaining in various Document Preservation Fund accounts.

Suggested Motion

Move to approve the purchase of three fireproof file cabinets from Business Essentials in the amount of \$8,409.30

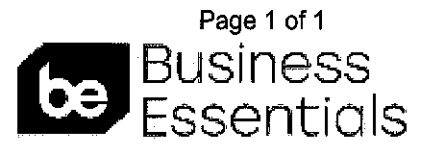
Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

Phone: 701-241-5620
Fax: 701-241-5621
www.casscountynynd.gov

Quote

Business Essentials
840 11th Avenue NE
West Fargo, ND 58078
Phone: 701-282-6570
Fax: 701-282-8870

Quote QT-67733
Terms: Net 30 Days
Customer: 20108
PO Number:



Ship To: 0

CASS COUNTY RECORDER
211 9TH STREET SOUTH
1ST FLOOR
FARGO, ND 58108
Attn: Deb Moeller
Phone: 701-241-5625

Sold To:

CASS COUNTY RECORDER
P.O. BOX 2806
211 9TH STREET SOUTH
FARGO, ND 58108-2806

Salesperson Erik Larson: Erik Larson **Order Date** 04/26/2022 **Order Entry** Lori Sorensen **Ordered By**
Route Code
WF-FURN

Product Number	# Ord	Description	Unit	Price	Extension
FIR3-1831SA	3	Fire King Vertical File, 3 Drawer, Letter Size, Sand	EA	2,803.10	8,409.30

Message: Price includes un-carton, set in place, removal of debris, 1st floor and/or elevator, no more than 3 steps and delivered during normal business hours of 8 am -5 pm local time.

This quote is valid for 30 days unless otherwise noted.

Subtotal: \$8409.30
Total Sales Tax: \$0.00
Total: \$8409.30