

REQUEST FOR PROPOSAL

RFP NO: 22-990100

DATE ISSUED: November 17, 2021

SEND PROPOSALS TO:

Assistant Business Manager, Rita Kirkland
Board of Directors of the City of St.
Louis Municipal Library District DBA
St. Louis Public Library
1415 Olive Street
St. Louis, MO 63103
(314) 539-0313
OR: bids@slpl.org

PROPOSAL DUE DATE: December 6, 2021 by 2:00 p.m.

ASSISTANT BUSINESS MANAGER: Rita Kirkland **EMAIL ADDRESS:** rkirkland@slpl.org

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFP 22-990100
SURPLUS OF ELECTRONIC EQUIPMENT RECYCLING**

This Proposal is subject to all the terms and conditions of this Request for Proposals and any Proposer representations, as well as accompanying specifications. The signature of the Proposer indicates that Proposer understands these documents and will comply with them.

Name, Address, and Contact Information of Authorized Representative of Proposer

Print Name: _____

Print Title: _____

Print Company
Name: _____

Print Address,
City, State, Zip: _____

Print Telephone: _____

Print Email: _____

Proposer Signature: _____

Proposer (Check One): _____ **Individual** _____ **Corporation** _____ **Partnership** _____ **LLC**
_____ **Other** (Describe) _____

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFP 22-990100**

REQUEST FOR PROPOSAL(S) SCHEDULE

RFP Issued	November 17, 2021
Public Notification of RFP	November 17, 2021
Questions from Proposer due to Library	November 23, 2021 Due by 4:00 p.m.
RFP Due	December 6, 2021 Due by 2:00 p.m.

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFP 22-990100**

INSTRUCTIONS TO PROPOSERS

The St. Louis Public Library, a municipal library district, is a political subdivision of the State of Missouri, and a body corporate with all the powers and rights of like or similar corporations.

In accordance with the St. Louis Public Library's procurement policy, Proposals will be handled so as not to permit disclosure of the identity of any Proposer or the contents of any Proposal to competing Proposers during the process of negotiation. A register of Proposals shall be prepared containing the name of each Proposer, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of Proposals shall be open for public inspection only after a final contract is executed.

Whenever a material, article, or piece of equipment is identified by reference to manufacturer's or vendor's names, trade names, catalog numbers, etc., it is intended merely to establish a standard, and, any material, article, or equipment of other manufacturers and vendors that will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment Proposal(s) are, in the opinion of the St. Louis Public Library, of equal substance and function. Substitute items may be rejected at the discretion of the St. Louis Public Library.

The right is reserved by the St. Louis Public Library to cancel the RFP or to reject in whole or in part when it is for good cause and in the best interest of the St. Louis Public Library and to waive any irregularity or informality with respect to any Proposal. The St. Louis Public Library reserves the right to split awards, make multiple awards and to reject all Proposals.

Proposer's are expected to examine specifications, schedules, drawings, and all instructions. Failure to do so will be at Proposer's risk.

Questions about the RFP should be made in writing and directed to Rita Kirkland, Assistant Business Manager, at rkirkland@slpl.org or at the address provided below. Responses, when provided, will be included in a written amendment. To preserve the integrity of the selection process, questions regarding this RFP should only be directed in writing to Ms. Kirkland, rkirkland@slpl.org. **Proposal inquiries must be submitted in writing for the St. Louis Public Library review no later than Tuesday, November 23, 2021, by 4:00 p.m.,** to allow for the St. Louis Public Library's reply prior to Proposal submissions.

Proposals must be in ink or typewritten and must be manually signed by a company official. All Proposal document pages should be initiated and dated by the company submitting the Proposal. It is the responsibility of the Proposer to deliver the Proposal and/or RFP modification on or before the hour and date specified for the receipt of proposals.

Proposals received late will be rejected.

Proposals and modifications should be submitted in sealed envelopes addressed to the attention of the **Assistant Business Manager, St. Louis Public Library, 1415 Olive St., St. Louis, MO 63103** for a 2:00 p.m. Proposal opening at that location on **Monday, December 6, 2021. EMAIL PROPOSALS WILL ALSO BE ACCEPTED. PLEASE SEND YOUR EMAIL PROPOSAL RESPONSE TO: bids@slpl.org. The Proposal RFP number shall show in the subject line of the email.**

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
DISTRICT DBA
ST. LOUIS PUBLIC LIBRARY RFP 22-990100

REQUEST FOR PROPOSAL

November 17, 2021

1. INTRODUCTION

The St. Louis Public Library requests Proposals from qualified Proposers for Security Cameras for Julia Davis Library.

Proposals must be received no later than 2:00 p.m., December 6, 2021 by:

Rita Kirkland, Assistant Business Manager
Board of Directors of the City of St Louis
Municipal Library District DBA St. Louis Public Library
1415 Olive Street
St. Louis, MO 63103-2389

Electronic submissions will be accepted. The email address is: bids@slpl.org.

The RFP number must be the subject in the subject line.

Questions and clarification inquiries about this RFP must be received prior to 4:00 p.m. on November 23, 2021. To preserve the integrity of the selection process, questions regarding this RFP should only be directed in writing to Rita. Kirkland: rkirkland@slpl.org

The St. Louis Public Library wishes to engage a Prosper to provide the services in accordance with and in the furtherance of the St. Louis Public Library's purpose and mission. This RFP seeks Proposals from qualified vendors for the goods and products described in this RFP.

The selected Proposer shall enter into a vendor agreement with the St. Louis Public Library for the services consistent with the terms of this RFP, and with the general provisions contained in this RFP.

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY**

TERMS AND CONDITIONS

In addition to the RFP requirements elsewhere in this RFP, any Proposer that may be selected to perform the services described in the RFP and to enter into a Vendor Agreement with the Library must agree to a number of general terms and conditions. If a Proposer cannot agree to any of the stated general conditions, its Proposal must clearly state the reason for any such non-compliance.

- A. **Labor and Materials.** The Proposer shall provide all labor, materials and supplies for the services to be performed under this RFP.
- B. **Form of Agreement.** The submission of a Proposal constitutes the agreement of any submitting Proposer that any contract to be drawn as a result of an award to the Proposer will be prepared by counsel for the St. Louis Public Library and will be the controlling agreement. The Proposers are requested, however, to submit copies of their applicable standard contract or engagement forms for information purposes.
- C. **Compliance with Laws.** In performing under a Vendor Agreement, the selected Proposer shall comply with all applicable laws, ordinances, rules, regulations, or standards of federal, state and local governments having authority or jurisdiction over the Services or performance of the Services, or any lawful orders pertaining in any way to the Services to be provided by the St. Louis Public Library.
- D. **Out of State Proposer.** It shall be a condition to a Vendor Agreement that any out-of-state Proposer that may be selected to provide the Services shall be duly registered and qualified to do business within the State of Missouri.
- E. **Prime Contractor Responsibility.** Planned use of subcontractors in connection with a Vendor Agreement should be clearly explained and described in the Proposal. The use of any subcontractor in connection with the Services shall be subject to the approval of the St. Louis Public Library, and any approved subcontractor shall agree to be bound by and subject to all terms and conditions of a Vendor Agreement between the St. Louis Public Library and the selected Proposer. The Proposer as prime contractor will be responsible and must take responsibility for the performance of all Services under a Vendor Agreement whether or not subcontractors are used.
- F. **Independent Contractor.** It is expressly understood and agreed that the selected Proposer shall be an independent contractor and not an employee of the St. Louis Public Library. A Vendor Agreement will not constitute, create, give rise to, or otherwise recognize joint venture, partnership, or formal business organization of any kind between the parties and the rights and obligations of the parties shall be only those expressly stated in a Vendor Agreement. The Proposer represents and warrants that no persons supplied by it in the performance of a Vendor Agreement are employees of the St. Louis Public Library and further agrees that no rights of the St. Louis Public Library's retirement or personnel rules accrue to such persons. The Proposer shall have complete responsibility for all salaries, wages, bonuses, retirement, withholdings, worker's compensation and insurance, unemployment compensation, other benefits and taxes and premiums, appurtenant thereto concerning all employees and personnel provided by Proposer in the performance of the Services under a Vendor Agreement and shall indemnify and hold the St. Louis Public Library harmless with respect thereto.
- G. **Indemnification.** Proposer shall defend, indemnify and hold harmless the St. Louis Public Library and its directors, officers, employees, representatives, agents contractors, subcontractors, licensees and successors and assigns from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including without limitation reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (a) the acts, error, omissions conduct, or operations of Proposal, provided that any such claim, damage, loss, or expense is caused or is claimed or alleged to have been caused, in whole or in part, by any negligent act, whether active or passive, error,

omission, conduct, or operation of any negligent act, whether active or passive, error, omissions conduct, or operation of Proposer, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable; or (b) any breach of any of the representations, warranties, covenants, obligations, or duties contained in a Vendor Agreement; or (c) any violation of any applicable federal, state or local laws, rules or regulations. The indemnification obligations hereunder shall not be limited by reason of the enumeration of any insurance coverage required under a Vendor Agreement.

H. Required Insurance Coverage. Proposer shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of a Vendor Agreement, which policies shall protect against any loss or claim arising from or relating to a Vendor Agreement, the Services and activities, or presence at the St. Louis Public Library facilities, and any act or omission of Proposer or its employees and/or agents or subcontractors in connection with the Services provided under a Vendor Agreement, and shall cover the contractual indemnification liability assumed by the Proposer or pursuant to a Vendor Agreement.

1. Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury (including death), personal injury, special form property damage, fire legal liability, contractual liability, independent contractors, errors and omissions, and products and completed operations, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Proposer's activities at Central Library. Any deductible shall be at Proposer's expense.
2. Business, automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle and property (cargo) damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000.00).
3. Worker's Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Proposer's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee and Five Hundred Thousand Dollars (\$500,000) policy limit.
4. Blanket employee dishonesty coverage with One Hundred Thousand Dollars (\$100,000) limit, with coverage extending to funds and/or property held by Proposer on behalf of St. Louis Public Library.
5. Property Insurance coverage for all materials, equipment, and other items owned, borrowed, or leased by Proposer shall be Proposer's responsibility. The St. Louis Public Library shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by Proposer.
6. Umbrella Liability insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence providing for excess coverage over the limits and coverages prescribed above in Subsections I. (1), (2), (3), and (4) above, which such policy shall be written on an occurrence basis.

All insurance policies addressed in Subsections I. (1), (2), (4), and (6) above shall be endorsed to name the following as additional insured's:

City of St. Louis Municipal Library District and its directors, officers, employees, representatives, agents, contractors, licenses, and successors.

All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to the St. Louis Public Library; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Missouri and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to the St. Louis Public Library prior to cancellation, non-renewal or material modification.

All insurance policies of or on behalf of the St. Louis Public Library required in a Vendor Agreement shall contain the following language: “This insurance policy does not apply to any claim or suit which is barred by the doctrines of sovereign immunity or official immunity but we will have the right and duty to defend any suit. No provision of this endorsement or of the policy, to which it is attached, shall constitute a waiver of our right, or the right of any of our employees in the course of their official duties, or the right of any insured, to assert a defense based on the doctrines of sovereign immunity or official immunity for any monetary amount whatsoever.

Proposer shall deliver to the St. Louis Public Library, prior to commencement of Services under a Vendor Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder (“Certificates of Insurance”). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to St. Louis Public Library by the aforementioned time, or if any such policies are canceled, the St. Louis Public Library shall have the right to terminate a Vendor Agreement immediately and/or deny Proposer access to St. Louis Public Library facilities. These insurance provisions are minimum requirements and shall not relieve Proposer of its indemnity, defense and hold harmless obligations.

- I. **E-Verify.** The Proposer must agree to enroll in and participate in the E-Verify Program as required by Section 285.530 of the Missouri Revised Statutes, as amended, during the hiring process for all employees hired after the date of a Vendor Agreement. The Proposer must agree to require its subcontractors who may perform work under a Vendor Agreement to certify to Proposer that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the Verify program. The Proposer must agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. The St. Louis Public Library may terminate a resulting Vendor Agreement for default if the Proposer fails to cure a breach of these E-Verify provisions no later than thirty (30) days after being notified by the St. Louis Public Library of such breach. As a condition to entering into a Vendor Agreement, the Proposer must execute the E-Verify Affidavit, which shall be an exhibit to a Vendor Agreement. Such affidavit shall be in the form attached to this RFP as **Attachment C.**
- J. **Performance Uninterrupted.** Proposer shall perform the Services without interruption except as provided herein. The decision whether to postpone or excuse the performance of the Proposer shall be in sole discretion of the St. Louis Public Library.
- K. **Communications.** The Proposer shall communicate regularly or on an agreed upon schedule with the designated St. Louis Public Library management to provide updates regarding the Services performed. The Proposer shall correct all deficiencies within forty-eight (48) hours after being notified by designated St. Louis Public Library management.
- L. Proposer shall provide competent, capable, trained, experienced, and suitably qualified personnel to fulfill its obligations and provide the Services in a public St. Louis Public Library environment under a Vendor Agreement. Proposer shall supervise and coordinate the work of its employees and approved subcontractors, if any, and shall be responsible for and liable to St. Louis Public Library for the work of its employees and approved subcontractors. Any employee, representative, or approved subcontractor of Proposer who, in the opinion of the St. Louis Public Library, is unqualified, or unsuitable to perform the required services or who does not perform his or her work in a proper and skillful manner, or is disrespectful, or otherwise objectionable, shall, at the request of the St. Louis Public Library in its sole discretion, be reassigned or removed from performing any further duties related to the Services to be provided under a Vendor Agreement. In the performance of the Services under a Vendor Agreement, Proposer and its staff shall comply with the St. Louis Public Library’s Policy for Appropriate Use of the Library, as may be amended from time to time.
- M. **Laws & Ordinances.** Proposer shall comply with and observe all applicable federal, state and local laws, ordinances and regulations relating to its operation and Services under a Vendor Agreement at Central Library.

- N. **Timing.** The successful Proposer must be ready to begin services no later than thirty (30) days after date of contract execution.
- O. **Compliance with Laws.** The selected Proposer shall operate in compliance with all applicable local, state and federal laws, regulations and ordinances and in accordance with the Library's Policies and Procedures as may be amended from time to time. It is the Proposer's sole responsibility to obtain and maintain all appropriate licenses and permits for its operation in the performance of the Services.

P. AWARD

In accordance with the St. Louis Public Library Procurement Policy:

1. The right is reserved by the Library to cancel the RFP or to reject in whole or in part when it is for good cause and in the best interests of the Library any and all Proposals and to waive any irregularity or informality with respect to any Proposal. The Library reserves the right to split awards, make multiple awards and to reject all Proposals.
2. Discussions may be conducted with responsible Proposers who submit Proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the RFP requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing Proposers or of any information derived from Proposals submitted by competing Proposers.
3. Subject to the terms of this RFP, an award will be made by the Library to the responsible Proposer whose Proposal is determined in writing to be the most advantageous to the Library, taking into consideration price and the evaluation factors set forth in the RFP. No other factors or criteria shall be used in the evaluation.
4. The selected Proposer shall enter into a Vendor Agreement consistent with this RFP.

ATTACHMENT A

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFP 22-990100

Scope of Work/Pricing Page

SLPL is seeking bids for the disposal of electronic computer equipment:

Vendor agrees to:

1. Pick up the equipment from 1415 Olive Street, St. Louis MO 63103.
2. Destroy all data from equipment and provide certificates of destruction.
3. Resell any equipment that holds value and share the profits back to the Library.
4. Properly recycle/dispose of equipment that cannot be resold. Equipment must be disposed of in an environmentally sound manner and in compliance with all applicable laws.
5. Provide a detailed inventory of each item and its final disposition.

Response requirements:

1. Describe any requirements related to the preparation of the equipment prior to pickup.
2. Describe your process from the time the equipment is picked up through the final disposition of the equipment
3. Describe your process for removing software and data from the equipment. What is your method for cleansing hard drives of all data? Describe any certifications/guarantees you make to ensure data from the computer equipment is unrecoverable.
4. Describe and provide samples of the reports the Library will receive as part of the process.

Award Criteria:

30% Cost

25% Scope of work: How well the proposal complies with the requirements of the RFP

25% Response to the requirements

20% References

ATTACHMENT B

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY**

NON-COLLUSION AFFIDAVIT

The undersigned being duly sworn on oath, says that the undersigned has not, nor has any other person, member, representative, or agent of the firm, company or corporation or partnership represented by the undersigned, entered into any combination, collusion or agreement with any person relative to the price to be Proposal by anyone at such letting nor to prevent any person from Proposing nor to induce anyone to refrain from Proposing, and that this Proposal is made without reference to any other Proposal and without any agreement, understanding or combination with any other person in reference to such Proposal.

Further, the undersigned says that no person or persons, firm, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such Proposal.

Proposer: _____

By (Written Signature): _____

Printed Name: _____

Title: _____

ATTACHMENT C

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC**

E-VERIFY AFFIDAVIT

Pursuant to Section 285.530 of the Missouri Revised Statutes, as amended, the Proposer entering into a contract with the St. Louis Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Proposer is not required to verify the work eligibility status of all its newly hired employees through the E-verify program if E-verify no longer exists.

The undersigned, on behalf of the Proposer, being first duly sworn, deposes and states that the Proposer does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the St. Louis Public Library, the undersigned Proposer will enroll in and agree to verify the work eligibility status of all its newly hired employees through the E-Verify program.

Proposer: _____

By (Written Signature): _____

Printed Name: _____

Title: _____

ATTACHMENT D

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA ST. LOUIS PUBLIC

DIVERSITY STATEMENT OF THE BOARD OF DIRECTORS OF THE ST. LOUIS PUBLIC LIBRARY

WHEREAS, the St. Louis Public Library (the "Library") is a municipal library district authorized pursuant to Chapter 182 of the Missouri Revised Statutes to, among other things, purchase, hold or lease grounds, and to occupy, lease or erect appropriate buildings for the use of the Library, and to exercise all powers and rights of political subdivisions or similar corporations; and

WHEREAS, the Board of Directors (the "Board") of the Library is vested with the power to make and adopt bylaws, rules and regulations for its own guidance and for the governance of the Library as may be expedient and not inconsistent with State law, and

WHEREAS, the Library provides free public library services for the City of St. Louis (the "City"), an urban area with vast ethnic, religious, socioeconomic and cultural backgrounds; and

WHEREAS, efforts to encourage by direct contact or general solicitation persons from diverse backgrounds to contract with or become employees of the Library; to educate through seminars and workshops persons from diverse backgrounds the opportunity to contract with or become employees of the Library; to assist persons from diverse backgrounds to contract with or become employees of the Library; to adjust or modify, when appropriate, financing, bonding, or insurance requirements for persons from diverse backgrounds to contract with or become employees of the Library; and to encourage partnering by persons from diverse backgrounds to contract with the Library will serve to further the governmental and public interest of the Library by providing outreach to the residents of the City; and

WHEREAS, a practice of the Library of contracting with and employing persons reflecting the ethnic, religious, socioeconomic and cultural backgrounds of the citizens of the City will serve to further the governmental interest of the Library; and

WHEREAS, a practice of the Library of contracting with and employing persons of varied ethnic religious, socioeconomic and cultural backgrounds will also further the governmental purposes of the Library by serving as a model to other public and private entities, by building the public trust, by creating role models, and by facilitating the interaction of persons of different backgrounds; and

WHEREAS, the Board of Directors of the St. Louis Public Library (the "Board") determined that it is feasible, necessary and in the public interest for the Board to adopt a diversity statement to provide guidance to the Library and adopted this Diversity Statement on March 31, 1997; and

WHEREAS, the Board wishes to amend this Diversity Statement to provide for annual review.

NOW THEREFORE, the Board of Directors of the St. Louis Public Library; does hereby resolve, determine and order as follows:

Section 1. Findings. The Board of Directors of the St. Louis Public Library hereby finds and determines those matters set forth in the preambles hereof as fully and completely as if set out in full in this Section 1.

Section 2. Diversity Statement. The Board of Directors of the Library hereby directs the officers and agents of the Library for the authorized Library purposes set forth in the preambles hereof and subject to the conditions hereinafter provided to develop and implement policies which encourage

persons with diverse ethnic, religious, socioeconomic and cultural backgrounds in the City to contract with or become employed by the Library.

Section 3. Administration. The officers and agents of the Library are authorized and directed to (i) encourage by direct contact or general solicitation persons from diverse backgrounds to contract with or become employees of the Library; (ii) educate through seminars and workshops persons from diverse backgrounds of the opportunity to contract with or become employees of the Library; (iii) assist persons from diverse backgrounds to contract with or become employees of the Library; (iv) adjust or modify, when appropriate, financing, bonding or insurance requirements for persons from diverse backgrounds to contract with or become employees of the Library; (v) encourage partnering by persons from diverse backgrounds to contract with the Library; (vi) utilize alternative programs to facilitate participation; (vii) provide flexible provisions to account for special circumstances; (viii) maximize opportunities for persons to demonstrate any social, socioeconomic or other factors that would promote the Library's best interests; and (ix) adopt measures to minimize the impact of this policy on the rights of third parties.

Section 4. Actions of Officers Authorized. The officers of the Board, including the President, Vice President and Secretary of the Board and the Executive Director shall be, and they hereby are, authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and to make ministerial alterations, changes or additions in any agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 5. Annual Review. The officers of the Board are authorized and directed to report upon the administration of the Diversity Statement at the Board's regular meeting in September of each year.

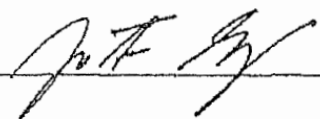
Section 6. Severability. If any section or other part of this Resolution whether large or small, shall for any reasons be held invalid, the invalidity thereof shall not affect the validity of the other provisions of this Resolution.

Section 7. Governing Law. This Resolution shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 8. Effective Date. This Resolution shall become effective immediately upon its passage.

ADOPTED by the Board of Directors of the St. Louis Public Library this 5th day of April, 2004.

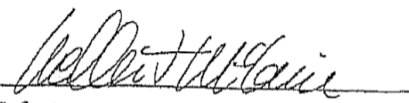
BOARD OF DIRECTORS OF THE
ST. LOUIS PUBLIC LIBRARY



Its President

[SEAL]

ATTEST:



Its Secretary



ST. LOUIS' ORIGINAL
SEARCH ENGINE®

1415 Olive Street
St. Louis, MO 63103
314.241.2288
spl.org

Mission Statement

The St. Louis
Public Library
will provide learning
resources and
information services
that support and
improve individual,
family, and

TO: All Proposers
FROM: Rita Kirkland
DATE: November 29, 2021
SUBJECT: Proposal Addendum No. 1
BID#: 22-990100
DATE ISSUED: November 29, 2021
THE PROJECT: Surplus of Electronic Equipment Recycling

INTENT

This addendum is issued to provide a modification/addition to proposal plans and/or specifications.

MODIFICATION / ADDITIONS

1. What is the address where the equipment would be picked up from?

1415 Olive St., St. Louis, MO 63103, Receiving Dept. (**No dock will need a lift truck.**)

2. We need approximately 10 pictures of the equipment in question, following these guidelines:

- 3-5 pictures taken from an angle that will show the "entire room(s)" where the equipment is stored. We want to see the entire pile of equipment to be disposed of.
- 2-3 "close-up" pictures of individual units that you believe to be valuable.
- (If the equipment is palletized) 2-3 pictures showing the entire pallet (taken from about 5' away).
- All pictures should be CLEAR. Please do not submit blurry or unreadable pictures.

Attached Photos

3. Are there more or less than 250 computers in use in your entire organization?

Yes

(More)

4. Will you be able to palletize the equipment?

Yes

5. Bid due date has changed.

Bids are due on Tuesday, December 14, 2021 at 2:00 pm (CST).

I have read and understand the preceding addendum and said changes are reflected in my proposal. The vendor signed addendum should be included with your response packet.

COMPANY:

VENDOR'S SIGNATURE:

TITLE:

(Date)







WAITING FOR PICKUP

21-104

SURPLUS

DREMEL
DIGILAB

WAITING FOR PICKUP
21-86

SURPLUS

WAITING FOR PICKUP
21-59

SURPLUS

WAITING FOR PICKUP
21-56

SURPLUS

BROKEN

UNITED STATES
POSTAL SERVICE



WAITING FOR PICKUP
21-53
SURPLUS

WAITING FOR PICKUP
21-52
SURPLUS

Staples
Staples
Staples
Staples





ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **9/24/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following functional electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

APC Back-UPS HS 500	3B1323X25106
Avaya 9608 phone	12WZ02560A6Z
Avaya 9620C phone	11N548502356
Avaya 9620C phone	11N548502090
Avaya 9608 phone	13N507013787
Avaya 9620C phone	11N548502009
Avaya 9608 phone	12WZ02560A75
Avaya 9608 phone	12WZ02560A59
Avaya 9608 phone	12WZ02560A7G
Avaya 9608 phone	12WZ02560A80
Power cables (qty=6)	none
VGA cables (qty=4)	none

BOX# 20-1

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **9/24/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following functional electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

APC Back-UPS HS 500	3B1308X05935
Avaya 9608 phone	12WZ02560A71
Avaya 9608 phone	12WZ02560A77
Avaya 9608 phone	12WZ02560A7H
Avaya 9608 phone	13N507014182
Avaya 9608 phone	13N507015384
Avaya 9608 phone	13N507014132
Avaya 9608 phone	13N508312251
Avaya 9608 phone	12WZ02560A61
Avaya 9608 phone	12WZ02560A6U
Ethernet cables (qty=10)	none

BOX # 20-2

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: 9/24/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI

The following functional electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

APC Back-UPS HS 500	3B1308X05951
Avaya 9608 phone	13N507013785
Avaya 9608 phone	13N507014702
Avaya 9608 phone	13N507013956
Avaya 9608 phone	13N508312286
Avaya 9608 phone	13N508408778
Avaya 9608 phone	13N508312333
Power cables (qty=30)	none

BOX # 20-3

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: 9/24/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI

The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
APC Back-UPS HS 500	BH500NET/ 3B1308X05963
Avaya 9608 phone	12WZ02560A6D
Avaya 9608 phone	12WZ02560A7E
Avaya 9608 phone	13N508311710
Avaya 9608 phone	12WZ02560A6S
Avaya 9608 phone	12WZ02560A70
Avaya 9620C phone	11N548501912
Dell Mouse	CN-09RRC7-44751-25T-0LP9
Dell Mouse	CN-09RRC7-48729-2BU-0Z64
Dell Mouse	CN-09RRC7-48729-2BU-0XK7
Dell Mouse	CN-09RRC7-48729-2BT-0KP3
Dell Mouse	CN-0KW2YH-71616-659-0A5C
Dell Mouse	CN-0KW2YH-71616-659-0FCP
Dell Mouse	CN-0KW2YH-71616-659-0F0W
Dell Mouse	CN-09RRC7-48729-2BU-0Z6Q
Dell Mouse	CN-09RRC7-48729-2BI-0DME
Dell Mouse	CN-09RRC7-48729-2BU-10QT
VGA cables (qty=10)	none

BOX # 20-4

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: 9/24/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI

The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

APC Back-UPS HS 500	3B1308X05931
Avaya 9608 phone	12WZ02560A69
Avaya 9608 phone	12WZ02560A6R
Avaya 9608 phone	12WZ02560A5J
Avaya 9608 phone	12WZ02560A4J
Avaya 9608 phone	12WZ02560A5M
Avaya 9608 phone	11WZ50460451
Dell Mouse	CN-OKW2YH-71616-659-0FBW
VGA cable	none
Power cables (5)	none
Avaya 9630G phone	11N546405840
Avaya SBM24	11N545402092
Avaya SBM24	11N553203545
Avaya 9630G phone	13N502101177
Avaya 9608 phone	12WZ02560A6F
Avaya 9620C phone	12N545206215
Ethernet cable	none
RJ11 cable (2)	none

BOX # 20-5

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **9/24/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Sony VIAO wireless keyboard (non-functional)	149004511 203325899
Sony VIAO wireless keyboard (non-functional)	149004511 206355564
Sony VIAO wireless keyboard (non-functional)	149004511 203324437
Sony VIAO wireless keyboard (non-functional)	149004511 205326939
Dell keyboard (non-functioning)	CN-0DJ454-71581-3CG-02VI-A01
Dell keyboard (non-functioning)	CN-0DJ454-71581-2CS-0309-A00
Dell keyboard (non-functioning)	CN-05P02F-71581-27H0KM-A01
Dell keyboard (non-functioning)	CN-0DJ454-71581-2CQ-09E6-A00
Dell keyboard (non-functioning)	CN-0C638N-71616-59B-0EB8-A00
Apple USB keyboard	CC2313S0D89DPQVAT
Sony wireless mouse (non-functional)	149004711 205341341
Sony wireless mouse (non-functional)	149004711 206316063
Sony wireless mouse (non-functional)	149004711 203337000
Sony wireless mouse (non-functional)	149004711 203322883
Asus VS228 21.5" (non-functional)	DCLMQS063199
Credit Card Reader (non-functional)	B2E1814

BOX # 20-6

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: 9/24/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI

The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Ethernet patch cables (qty=12)	none
Cortelco 8150 Trendline phone (qty=4)	none
Tozai phone	none
Power cable (qty=5)	none
VGA cable	none
Surge protector	none
RJ11 Cable	none

BOX # 20-7

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: 9/24/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Brother IntelliFAX 2920	U61326C8N437627
Avaya phone wall brackets (qty=2)	none
Avaya Phone Stands (qty=30)	none
Avaya handsets (qty=13)	none

BOX # 20-8

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: 9/24/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

HP Laserjet 601 Printer	CNCCF2V017
-------------------------	------------

BOX # 20-9

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: 9/25/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Avaya Phone Stands (qty=47)	n/a
-----------------------------	-----

BOX # 20-10

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **9/25/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Brother IntelliFAX 2840	U63274J4J793166
Avaya IP500V2 Control Unit	13WZ121000LA
Avaya IPO IP500 Expansion Module	13WZ133006QF

BOX # 20-11

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **9/25/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Avaya Phone Stands (qty=41)	n/a
-----------------------------	-----

BOX # 20-12

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **9/25/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Avaya Phone Stands (qty=6)	n/a
Avaya Handsets (qty=37)	n/a

BOX # 20-13

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **9/25/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Avaya Phone Stands (qty=11)	n/a
Avaya Handsets (qty=45)	n/a

BOX # 20-14

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: 9/25/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Nortel M7310 Phone	NNTM60G4D6BP
Avaya Phone Stands (qty=15)	n/a
Avaya Handsets (qty=21)	n/a

BOX # 20-15

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **9/25/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Avaya Phone Stands (qty=15)	n/a
Avaya Handsets (qty=34)	n/a

BOX # 20-16

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **9/25/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Avaya 9608 phone	12WZ02560A7K
Avaya 9608 phone	12WZ02560A6T
Avaya 9608 phone	13N507014135
Avaya 9608 phone	12WZ02560A55
Avaya 9608 phone	12WZ02560A7Y
Avaya 9608 phone	13N507014130
Avaya 9608 phone	12WZ02560A73
Avaya 9608 phone	12WZ02560A67
Avaya 9608 phone	12WZ02560A4Q
Avaya 9608 phone	12WZ02560A2Z
Avaya 9608 phone	11WZ5046049Z
Avaya 9608 phone	12WZ02560A4S
Avaya 9608 phone	12WZ01660089
Avaya 9608 phone	12WZ02560A5T
Avaya 9608 phone	12WZ02560A5C
Avaya 9608 phone	13N508408397
Avaya 9608 phone	10WZ44560097
Avaya 9608 phone	13N508311724

BOX # 20-17

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **9-25-20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Avaya 9608 phone	12WZ02560A57
Avaya 9608 phone	12WZ02560A6G
Avaya 9608 phone	13N508312334
Avaya 9608 phone	12WZ02560A5K
Avaya 9608 phone	12WZ02560A5Y
Avaya 9608 phone	12WZ02560A6Y
Avaya 9608 phone	12WZ02560A79
Avaya 9608 phone	13N508312753
Avaya 9608 phone	13N507014547
Avaya 9608 phone	13N508312579
Avaya 9608 phone	13N507014680
Avaya 9608 phone	12WZ02560A5F
Avaya 9608 phone	13N508312754
Avaya 9608 phone	12WZ02560A41
Avaya 9608 phone	12WZ02560A62
Avaya 9608 phone	13N508312427
Avaya 9608 phone	13N508408753
Avaya 9620C phone	11N548501833

BOX # 20-18

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: 10/5/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI

The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Avaya Phone Stands (qty=30)	none
-----------------------------	------

BOX # 20-19

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/5/2020**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Avaya phone handsets (qty=41)	none
-------------------------------	------

BOX # 20-20

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/5/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Ethernet patch cables (qty=48)	none
--------------------------------	------

BOX # 20-21

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/5/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Power cables (qty=74)	none
-----------------------	------

BOX # 20-22

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/5/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

VGA cables (qty=35)	none
Surge protector	none
Ethernet patch cables (qty=7)	none
Dell USB Mouse	CN-09RRC7-48723-0BG-0EEZ
Dell USB Mouse	CN-011D3V-71581-06L-34MG
Dell USB Mouse	CN-011D3V-71581-0BB-1GBY

BOX # 20-23

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: 10/5/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI

The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Avaya 9630G phone	13N507611201
Avaya 9608 phone	12WZ02560A7U
Avaya 9608 phone	12WZ02560A4Z
Avaya 9608 phone	12WZ02560A7Q
Avaya 9608 phone	12WZ02560A81
Avaya 9608 phone	13N508312229
Avaya 9608 phone	13N508106104
Avaya 9608 phone	13N508408572
Avaya 9608 phone	13N508313358
Avaya 9608 phone	13N508313158
Avaya 9608 phone	13N508312214
Avaya 9608 phone	13N508312882
Avaya 9620C phone	13N509305528
Avaya 9608 phone	13N507014127
Avaya 9608 phone	13N507013529
Avaya 9608 phone	12WZ02560A86
Avaya 9608 phone	13N507009286
Avaya 9608 phone	13N507014165

BOX # 20-24

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: 10/5/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI

The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:	Serial Number:
Avaya 9620C phone	11N548502053
Avaya 9608 phone	11WZ476609BG
Avaya 9608 phone	13N507014696
Avaya 9608 phone	13N508312509
Avaya 9608 phone	12WZ02560A7D
Avaya 9608 phone	13N508107132
Avaya 9608 phone	12WZ02560A52
Avaya 9608 phone	13N507014511
Avaya 9608 phone	12WZ02560A7V
Avaya 9608 phone	13N507014131
Avaya 9608 phone	13N508313235
Avaya 9608 phone	13N508312342
Avaya 9608 phone	13N507014609
Avaya 9608 phone	13N508312755
Avaya 9608 phone	12WZ02560A6C
Avaya 9608 phone	13N507014133
Avaya 9608 phone	13N508312850
Avaya 9608 phone	13N507014172
Avaya 9608 phone	12WZ02560A5H

BOX # 20-25

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/5/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Avaya 9620C phone	11N548502416
Avaya 9620C phone	11N548501914
Avaya 9620C phone	11N548502071
Avaya 9608 phone	12WZ02560A56
Avaya 9608 phone	13N507009135
Avaya 9608 phone	12WZ02560A7S
Avaya 9620C phone	13N509305346
Avaya 9608 phone	13N507014548
Avaya 9608 phone	13N507013808
Avaya 9608 phone	12WZ02560A84
Avaya 9608 phone	12WZ02560A6P
Avaya 9608 phone	13N508311971
Avaya 9620C phone	11N548502050
Avaya 9608 phone	12WZ02560A5P
Avaya 9620C phone	11N547302841
Avaya 9608 phone	12WZ02560A88
Avaya 9608 phone	12WZ02560A6X
Avaya 9608 phone	12WZ02560A5N
Avaya 9608 phone	12WZ02560A5G

BOX # 20-26

Initials: _____
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/5/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Avaya 9620C phone	13N509305598
Avaya 9608 phone	12WZ02560A6W
Avaya 9620C phone	13N509305545
Avaya 9608 phone	12WZ02560A7N
Avaya 9608 phone	13N508312212
Avaya 9608 phone	13N507014149
Avaya 9608 phone	13N507014739
Avaya 9608 phone	12WZ02560A5E
Avaya 9608 phone	12WZ02560A66
Avaya 9608 phone	13N507013788
Avaya 9608 phone	12WZ02560A7W
Avaya 9608 phone	12WZ02560A64
Avaya 9608 phone	13N508408553
Avaya 9608 phone	13N507013806
Avaya 9608 phone	13N508311754
Avaya 9608 phone	12WZ02560A7T
Avaya 9608 phone	13N508312431
Avaya 9608 phone	12WZ02560A6N
Avaya 9608 phone	13N508312432

BOX # 20-27

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/5/20**
To: **Don Gillum, Director of Materials
Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Avaya 9630G phone	13N507611229
Avaya 9630G phone	13N502304920
Avaya 9608 phone	13N508408414
Avaya 9608 phone	13N508311762
Avaya 9608 phone	13N508106999
Avaya 9608 phone	13N508312336
Avaya 9608 phone	13N508312700
Avaya 9608 phone	13N507014659
Avaya 9608 phone	13N508408513
Avaya 9608 phone	13N508311884
Avaya 9608 phone	13N508312232
Avaya 9608 phone	13N507014138
Avaya 9608 phone	13N508408773
Avaya 9608 phone	13N507014322
Avaya 9608 phone	12WZ0166008X
Avaya 9608 phone	12WZ0166008X
Avaya 9608 phone	13N507014125
Avaya SPPOE-1A	C13316559000017262
Avaya SPPOE-1A	C13506559000007629
Avaya SPPOE-1A	C13316559000017279
Avaya SPPOE-1A	C12456559000015588
Avaya SPPOE-1A	C12456559000018810
Avaya SPPOE-1A	C13316559000017361
Avaya SPPOE-1A	C12456559000018589
Avaya SPPOE-1A	C12456559000018513
Avaya SPPOE-1A	C13316559000017392

BOX # 20-28

Initials: _____ cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/5/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

HP Photosmart C7280 All in One	MY84IH32T9
--------------------------------	------------

BOX # 20-29

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/5/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Dell Keyboard	CN-0RH659-73571-04R-0059
Dell Keyboard	CN-0DJ331-71616-77O-0DJT
Dell Keyboard	CN-0DJ331-71616-0AF-00Y1
Dell Keyboard	CN-0RH659-73571-0BG-0154
Dell Keyboard	CN-0DJ331-71616-08P-0DO5
Dell Keyboard	CN-0W7658-37172-65J-01RR
Dell Keyboard	CN-0DJ331-71616-01C-0ATC
Dell Keyboard	CN-0RH659-73571-0BE-00MH
Dell Keyboard	CN-0W7658-37172-65J-0F3K
Dell Keyboard	CN-0DJ331-71616-01C-08W7
Dell Keyboard	CN-0DJ331-71616-08Q-00FI
Dell Keyboard	CN-0DJ454-71581-41K-03OS-A01
Dell Mouse	CN-09RRC7-48729-3BO-06R2
Dell Mouse	CN-09RRC7-48729-2BU-07PF
Dell Mouse	CN-09RRC7-48729-3BO-06QD
Dell Mouse	CN-09RRC7-48729-3BN-0T3T
Dell Mouse	CN-09RRC7-48729-3BO-06QM
Dell Mouse	CN-09RRC7-48729-3BO-06QQ
Dell Mouse	CN-09RRC7-48729-3BO-06R3

BOX # 20-30

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/6/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

APC Smart UPS 700	QS0336110640
Netgear FS108 switch	FS17142CB039964
RJ11 Cables (qty=5)	none
Ethernet patch cables (qty=18)	none

BOX # 20-31

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/6/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

PC Power Supply	NA
PC Power Supply	NA
PC Power Supply	NA
PC Power Supply	NA
PC Power Supply	NA
AC/DC adapter	NA
Dell Mouse	CN-09RRC7-48723-286-03GH
Dell Mouse	CN-09RRC7-44751-150-03PT
Credit Card Reader	B2E17C8
Ethernet cables (qty=43)	n/a
ITT Telecommunications Analog phone	n/a
Sony Vaio mouse (qty=2)	n/a

BOX # 20-32

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/6/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor 19" (non-functioning)	CN-0H329N-72872-0BS-APN1
Dell Monitor 19" (non-functioning)	CN-0F779N-74261-07G-855H
Dell Monitor 19" (non-functioning)	CN-0F779N-74261-07G-6ATH
Dell Monitor 19" (non-functioning)	CN-0F779N-74261-07G-85CH
Dell Monitor 19" (non-functioning)	CN-0F779N-74261-07G-6VRH
Dell Monitor 19" (non-functioning)	CN-0F779-74261-07G-6ULH

BOX # 20-34

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES
MEMORANDUM

Date: **10/6/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Avaya 9608 phone	13N507013958
Avaya 9630G phone	13N507611206
Avaya 9608 phone	12WZ02560A6V
Avaya 9608 phone	12WZ02560A53
Avaya 9608 phone	13N508311715
Avaya 9608 phone	13N508312233
Avaya 9608 phone	13N507013761
Avaya 9608 phone	12WZ02560A6E
Avaya 9608 phone	13N508312879
Avaya 9608 phone	13N507013799
Avaya 9608 phone	13N508313400
Avaya 9608 phone	13N508312287
Avaya 9608 phone	13N508312231
Avaya 9608 phone	13N507014728
Avaya 9608 phone	13N508408783
Avaya 9608 phone	13N508311885
Avaya 9608 phone	12WZ02560A4T

BOX # 20-35

Initials: SRJ

cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=4)

n/a

BOX # 20-36

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=4)

n/a

BOX # 20-37

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**

To: **Don Gillum, Director of
Materials Management**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=4)

n/a

BOX # 20-38

Initials: SRJ

cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**

To: **Don Gillum, Director of
Materials Management**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=4)

n/a

BOX # 20-39

Initials: SRJ

cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**

To: **Don Gillum, Director of
Materials Management**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=4)

n/a

BOX # 20-40

Initials: SRJ

cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=4)

n/a

BOX # 20-41

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**

To: **Don Gillum, Director of
Materials Management**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=4)

n/a

BOX # 20-42

Initials: SRJ

cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=4)

n/a

BOX # 20-43

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Dell Monitor stands (qty=4)	n/a

BOX # 20-44

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: 11/19/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Dell Monitor stands (qty=4)	n/a

BOX # 20-45

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=3)

n/a

BOX # 20-46

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=3)

n/a

BOX # 20-47

Initials: SRJ

cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: 11/19/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=3)

n/a

BOX # 20-48

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=3)

n/a

BOX # 20-49

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=3)

n/a

BOX # 20-50

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=3)

n/a

BOX # 20-51

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=3)

n/a

BOX # 20-52

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=3)

n/a

BOX # 20-53

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=3)

n/a

BOX # 20-54

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: 11/19/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell Monitor stands (qty=3)

n/a

BOX # 20-55

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: 11/19/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
APC Back-UPS HS 500	3B1323X25104
Ethernet cables (qty=30)	n/a

BOX # 20-56

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: 11/19/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
APC Back-UPS HS 500	3B1308X05940
Ethernet cables (qty=31)	n/a
HDMI to DVI adapters (qty = 31)	n/a

BOX # 20-57

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty=8)

n/a

BOX # 20-58

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty=3)

n/a

BOX # 20-59

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Dell monitor stands (qty=3)	n/a

BOX # 20-60

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Dell monitor stands (qty=3)	n/a

BOX # 20-61

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty=3)

n/a

BOX # 20-62

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty=3)

n/a

BOX # 20-63

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Dell monitor stands (qty=3)	n/a

BOX # 20-64

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Dell monitor stands (qty=3)	n/a

BOX # 20-65

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty=3)

n/a

BOX # 20-66

Initials: SRJ

cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty=3)

n/a

BOX # 20-67

Initials: SRJ

cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty=3)

n/a

BOX # 20-68

Initials: SRJ

cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty=8)

n/a

BOX # 20-69

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/19/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
HP LaserJet M603 (non-functional)	CNCCFBN0J3

BOX # 20-70

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/20/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
APC Back-UPS HS 500	3B1323X25050
Display port cables (qty=22)	n/a
Power cables (qty=3)	n/a
VGA cables (qty=3)	n/a
Ethernet cables (qty=23)	n/a

BOX # 20-71

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/20/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

APC Back-UPS HS 500
VGA cables (qty=60)

3B1308X05952
n/a

BOX # 20-72

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/30/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

n/a

BOX # 20-73

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: 11/30/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Dell monitor stands (qty = 4)	n/a

BOX # 20-7374

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/30/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

n/a

BOX # 20-75

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/30/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

n/a

BOX # 20-76

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/30/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Dell monitor stands (qty = 4)	n/a

BOX # 20-77

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: 11/30/20
To: Don Gillum, Director of
Materials Management
From: Stephanie Jones
Subject: Surplus Equipment - FYI
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Dell monitor stands (qty = 4)	n/a

BOX # 20-78

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/30/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Dell monitor stands (qty = 4)	n/a

BOX # 20-79

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/30/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

<u>Item Description:</u>	<u>Serial Number:</u>
Dell monitor stands (qty = 4)	n/a

BOX # 20-80

Initials: SRJ
cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/30/20**
To: **Don Gillum, Director of
Materials Management**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

n/a

BOX # 20-81

Initials: SRJ

cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **11/30/20**

To: **Don Gillum, Director of
Materials Management**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

n/a

BOX # 20-82

Initials: SRJ

cc: Technology Services file

ST. LOUIS PUBLIC LIBRARY
TECHNOLOGY SERVICES MEMORANDUM

Date: **8/4/2021**
To: **Rita Kirkland**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 5)

n/a

BOX # 21-105

Initials: hlr

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**

To: **Rita Kirkland**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

Model UZ2315HF (3)

Model P2418HZ (1)

BOX # 21-106

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**
To: **Rita Kirkland**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 5)

Model UZ2315HF (5)

BOX # 21-107

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**

To: **Rita Kirkland**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

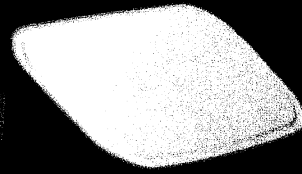
Model P2418HZ (4)

BOX # 21-108

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**

To: **Rita Kirkland**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 7)

Model UZ2315HF (7)

BOX # 21-109

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**

To: **Rita Kirkland**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

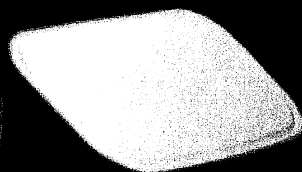
Model P2418HZ (4)

BOX # 21-110

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**

To: **Rita Kirkland**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 6)

Model UZ2315HF (6)

BOX # 21-111

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: 10/22/2021

To: Rita Kirkland

From: Stephanie Jones

Subject: Surplus Equipment - FYI

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

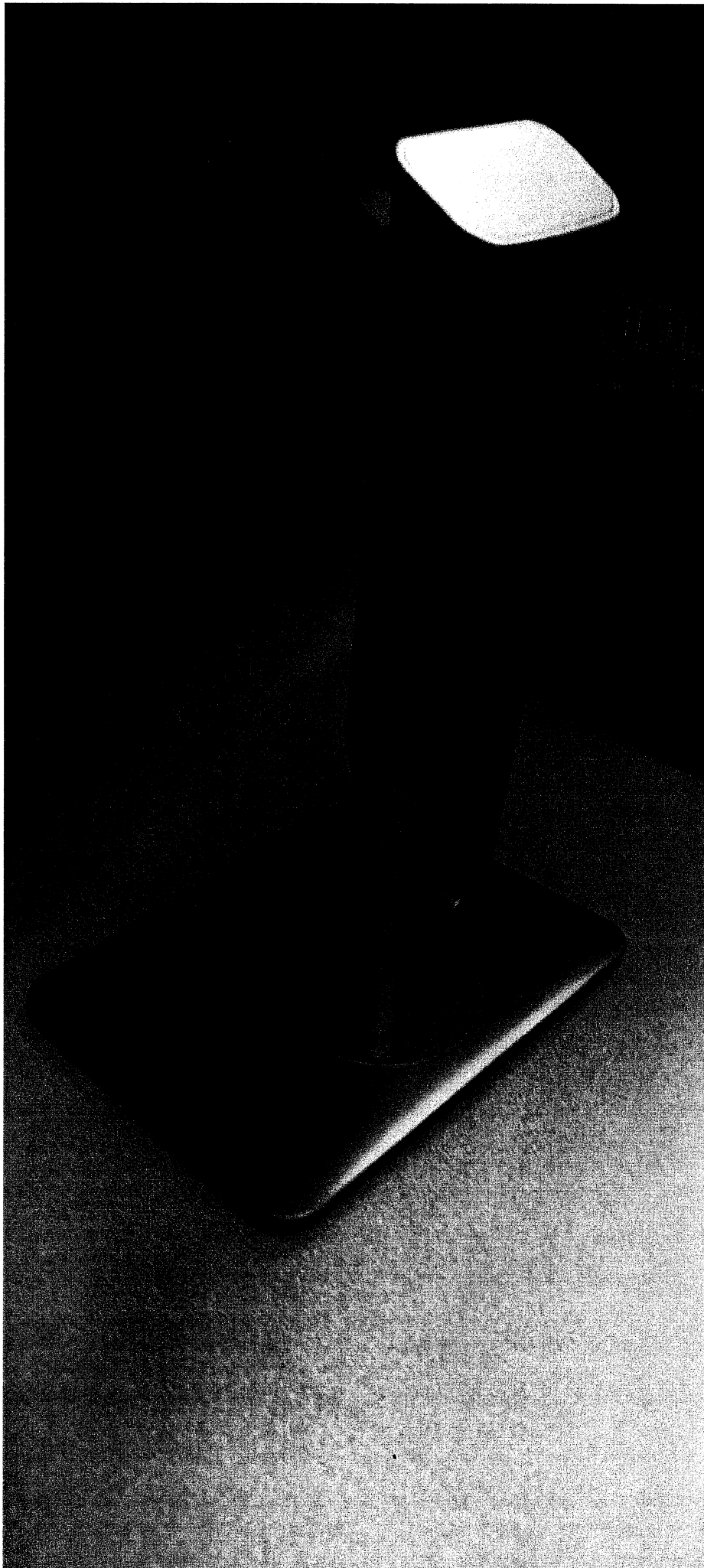
Model P2418HZ (4)

BOX # 21-112

Initials: dlp

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**
To: **Rita Kirkland**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

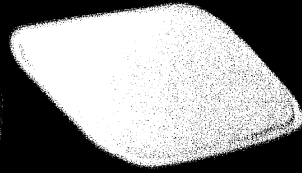
Model P2418HZ (4)

BOX # 21-113

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**

To: **Rita Kirkland**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

Model UZ2315HF (4)

BOX # 21-114

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**

To: **Rita Kirkland**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

Model UZ2315HF (4)

BOX # 21-115

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**

To: **Rita Kirkland**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 5)

Model UZ2315HF (5)

BOX # 21-116

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**
To: **Rita Kirkland**
From: **Stephanie Jones**
Subject: **Surplus Equipment - FYI**
The following electronic equipment is no longer needed by Technology Services.
NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 5)

Model P2418HZ (5)

BOX # 21-117

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**

To: **Rita Kirkland**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 5)

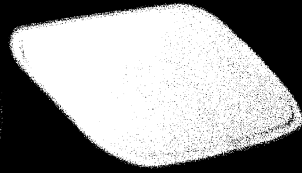
Model P2418HZ (5)

BOX # 21-118

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**

To: **Rita Kirkland**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 6)

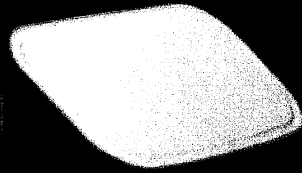
Model P2418HZ (6)

BOX # 21-119

Initials: dlp

cc: Technology Services file

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TECHNOLOGY SERVICES MEMORANDUM

Date: **10/22/2021**

To: **Rita Kirkland**

From: **Stephanie Jones**

Subject: **Surplus Equipment - FYI**

The following electronic equipment is no longer needed by Technology Services.

NOTE: Affix a copy of this memo to the equipment box.

Item Description:

Serial Number:

Dell monitor stands (qty = 4)

Model UZ2315HF (4)

BOX # 21-120

Initials: dlp

cc: Technology Services file

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