



October 2, 2002

Janice Ashby, Purchasing Agent  
Administrative Office of the Courts  
450 South State  
Salt Lake City, UT 84114-0241

Dear Janice:

This is to inform you of our meetings with Jim and Dustin of Salt City Records to evaluate their shelving products. We met them at the new American Fork Court building and saw the products they had installed there. They were extremely attentive in assessing our needs in Logan. They provided several plans to show us our shelving options. The following day, they traveled to Logan to give us additional drawings and pricing. (Incidentally, the second company we met with (Tab Company) has not contacted us or followed up in any way since our initial meeting.) After a reasonable comparison, we feel SCR is highly preferable. Following is a list to justify our choice.

- ★ Salt City Records already has the contract to install the rails in Logan for the filing system. It has already been purchased and the competition cannot run on Richards-Wilcox rail.
- ★ Salt City Records has had experience working with other Court Agencies with design and installation of product. They have exceptional references on their shelving products and have demonstrated an excellent ability to work with the Courts during installation. (Tab has no experience with the Court system.)
- ★ Salt City Records has warehousing capabilities at no extra charge, if product needs to be stored between purchase and installation.
- ★ The pricing bid from Salt City Records includes extra 15" shelving and countertop at the front of the file room to accommodate storage boxes and larger files.
- ★ Low profile rail allows lower ramping for safer and easier entry into the system.
- ★ Installation is a high priority to Salt City Records. They use their own workers to install their products. There are no 3<sup>rd</sup> party companies or temporary service employees involved. All future warrantee work is also done by SCR installers.
- ★ The overall quality and durability of the shelving product are visibly superior.
- ★ The locking handles appear to be stronger and more functional.

For these and other reason, we feel Salt City Records is the obvious choice for shelving in the new Logan Court building. We appreciate your consideration of this justification. Thank you.

Sincerely,

Sharon L. Hancey  
First District TCE