



Berkeley County Council
Department of Information Technology
400 W. Stephen Street, 1st Floor Suite 104
Martinsburg, WV 25401
Phone (304) 267-5113



Memorandum

To: Berkeley County Council
From: Gary A. Wine, Deputy County Administrator
Date: 11/6/2020
Re: Day Report Center Security Camera bid

A handwritten signature in blue ink, appearing to be "Gary Wine", written over a light blue rectangular background.

The Council opened bids on October 29, 2020 for security cameras to be installed in the new Day Report Center at 520 South Raleigh Street. There was a single bid received from Document Solutions Inc. from Cumberland Maryland. All specifications were met, and the proposal submitted is well within the projected budget.

We are recommending that the bid be awarded to Document Solutions in the amount of **\$37,024.15**

If further information is needed or you have any questions, please feel free to contact me at any time.