

ITEM #: 15
DATE: 03-12-24
DEPT: Fleet

COUNCIL ACTION FORM

SUBJECT: NEW OFFICE FURNITURE FOR VARIOUS CITY DEPARTMENTS

BACKGROUND:

Several areas in City workspaces are in need of new furniture. To take advantage of pricing, the needs were combined for project bidding. The workspaces to be impacted include Human Resources, Traffic, Finance and the City Hall lobby. Human Resources is reconfiguring the front desk area and adding new office furniture. Traffic is adding new office furniture for the Traffic Supervisor at the Maintenance Facility. Finance is adding new furniture in areas created by the remodel that was completed and converting several desks to sit-stand desks. New chairs are being purchased to replace benches in the City Hall lobby areas.

On February 29, 2024 bids were received as follows:

Bidder	Furniture and Installation Cost
Workspace, Inc. (Iowa Office Interiors)	\$65,554.93
All Makes	\$67,596.71

Funding for the project consists of \$8,500 from the Traffic Operations budget for the Traffic Supervisor's office. The other areas will be covered with the City Hall Space Needs budget, which currently has a balance of \$217,000. Remaining funds will be used for remodeling and furniture needs for the multi-purpose room conversion and other projects in City Hall as needed.

ALTERNATIVES:

1. Award a contract to Workspace, Inc. (Iowa Office Interiors), of Ames, Iowa in the amount of \$65,554.93 for New Office Furniture for Various City Departments.
2. Award a contract to the other bidder.
3. Reject these bids.

CITY MANAGER'S RECOMMENDED ACTION:

Purchasing new furniture will create better working conditions in several areas of the City. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.