

ITEM #: 20
DATE: 08-12-25
DEPT: W&PC

COUNCIL ACTION FORM

SUBJECT: NEW OFFICE FURNITURE FOR THE NEWLY CONSTRUCTED
ADMINISTRATION BUILDING AT THE WATER POLLUTION CONTROL
FACILITY

BACKGROUND:

The newly constructed administration building at the Water Pollution Control Facility requires furnishings. Additionally, an office at the Water Treatment Plant that will be used by the new Control Systems Specialist position that will be filled this fiscal year also needs to be furnished. To take advantage of pricing, the needs were combined for project bidding.

On July 22, 2025, bids were received as follows:

| Bidder | Furniture and Installation Cost |
|---|---------------------------------|
| Staff Estimate | \$190,000.00 |
| Workspace, Inc. (Iowa Office Interiors), Ames, IA | \$156,703.99 |
| Indoff Commercial Interiors - Iowa | \$166,323.00 |

The cost for the Water Pollution Control Facility furnishings is \$150,915.89. Funding is budgeted as part of the \$400,000 Owner's Furnishing Allowance in the overall project budget for the WPC Nutrient Reduction Modifications, of which \$250,000 was earmarked specifically for this furniture package.

The cost for the Water Treatment Plant office furniture is \$5,788.10 and will be covered from carry-over savings in other projects.

ALTERNATIVES:

1. Award a contract to Workspace, Inc. (Iowa Office Interiors), of Ames, Iowa in the amount of \$156,703.99 for new office furniture for Water & Pollution Control.
2. Award a contract to the other bidder.
3. Reject these bids.

CITY MANAGER'S RECOMMENDED ACTION:

Purchasing new furniture for the administration building at the Water Pollution Control Facility was part of the budgeted project and is designed to provide a better working environment for staff. The unfurnished office at the Water Treatment Plant will provide additional office space for a position that is anticipated to be filled in the fall of 2025. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.