



## Staff Report

**TO:** City Council  
**FROM:** Laurie Miller, Administrative Services Manager  
**DATE:** September 7, 2021  
**SUBJECT:** **Approve the Purchase of Hon Accelerate Workstations in an Amount Not to Exceed \$73,773.55 from Bluespace Interiors and Authorize the City Manager to Sign Change Orders in the Amount of \$7,377 for a Total Not to Exceed \$81,150.55**

---

### **Background and Analysis:**

In June 2021, an assessment of available office space was completed in the west end of the administration offices in City Hall. It was determined that the removal of built-in workstations installed in 2006 would allow additional room for personnel growth. The reconfiguration will increase functional workspace from 8 to 13 workstations.

City staff requested quotes from two vendors, one response was received and reviewed by City staff. Bluespace Interiors' proposal provides for cubicles that are of a similar style and color to that of the existing furniture in surrounding administrative offices.

### **Fiscal Impact:**

The total cost for purchasing 13 cubicle workstations is \$73,773.55 and will be funded from project account CF104. The estimated cost to prepare this report is \$146.

<b>CF104 Building B (phase 2) Project Summary</b>			
<b>Project Components</b>	<b>Budget Amount</b>	<b>Paid to Date</b>	<b>Remaining</b>
Project Management			
Project Contingency	\$13,904.00		\$13,904.00
Preliminary Services			
Preliminary Services Contingency			
Environmental			
Environmental Contingency			
Design	\$65,000.00		\$65,000.00
Design Contingency	\$20,000.00		\$20,000.00
Construction	\$500,000.00	\$7,254.00	\$492,746.00
Construction Contingency	\$50,000.00		\$50,000.00
Construction Management			
Construction Management Contingency			
Permits			
Equipment	\$10,000.00		\$10,000.00
Misc.	\$100,000.00	\$2,789.53	\$97,210.47
<b>Project Summary Totals</b>	<b>\$758,904.00</b>	<b>\$10,043.53</b>	<b>\$748,860.47</b>

**Recommended Action:**

Approve the purchase of Hon Accelerate Workstations in and amount not to exceed \$73,773.55 from Bluespace Interiors and authorize the City Manager to sign change orders up to \$7,377 for a total amount not to exceed \$81,150.55.

**Attachments:**

- A. Quote