



Agenda Memo

Crest Hill, IL

Meeting Date: August 29, 2022
Submitter: Jim Marino, City Administrator
Department: Administration
Agenda Item: Approve Purchase of City Center Furniture

Summary: During walk throughs of the city center building staff discovered additional furniture needs that were not included in the original furniture purchase. The furniture is listed below.

- Caster wheels for office guest chairs
- Credenzas for five conference rooms
- Matching chairs for deputy chief's office
- Chairs and end tables for the seating area in the council chamber foyer
- Furniture to provide a private room for nursing mothers
- Tables for the police station and city hall break rooms
- Glass privacy panels between city hall cubicles
- Chairs and end table for waiting room in chiefs' office area
- Privacy panels between cubicles in the police investigations and patrol rooms
- Standing desk for Lisa
- Conference table for police chief conference room
- Cabinet, chairs, and tack board for police chief office
- Worktables and chairs for the police station video security room

The chairs already purchased for councilmembers at the dais are leather chairs and the chairs for staff were standard mesh back chairs. At that time the staff were to be seated at separate tables away from the dais. With the reconfigured design of the dais, staff will be seated at the "wings" of the dais. If the council wants all the chairs at the dais to match, then additional leather chairs will need to be purchased. The amount for these chairs is not included in this quote.

Recommended Council Action: Approve a change order with Warehouse Direct Office Interiors in the amount of \$58,224.98.

Financial Impact:

Funding Source: General Fund Balance

Budgeted Amount: N/A

Cost: \$58,224.98

Attachments: Furniture quote