



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF – CITY ADMINISTRATOR
FROM: KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: COMMUNITY DEVELOPMENT DEPARTMENT OFFICE FURNITURE PURCHASE
DATE: FEBRUARY 24, 2025

The 2025 Community Development budget included \$25,000 for new office furniture to replace existing furniture that is 20+ years old and assembled largely out of discarded furniture from when the utilities office area was remodeled a few years ago.

In late 2024, the Community Development office received new carpet, paint and blinds and the second phase of the remodel is the purchase of new office furniture that provides better functionality and ergonomics including stand up capable desks in line with the utilities office area.

The Golf Course and Public Works Departments will be repurposing some of the old office furniture for use in their respective areas.

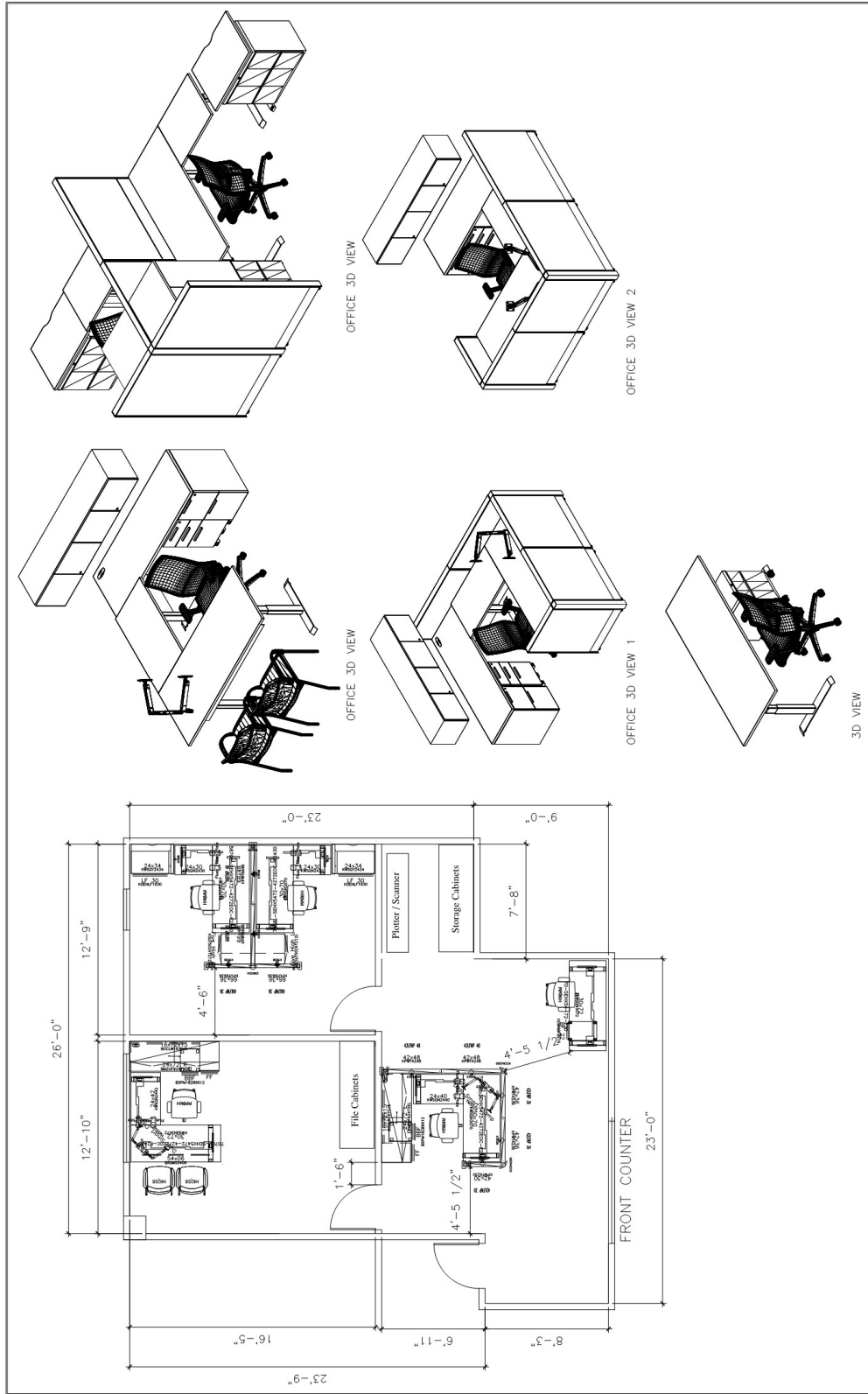
Staff worked with a couple of different companies for estimates and the low estimates came in from SOS Office Furniture for the five office work areas as shown generally in the attached plan. Below is the breakdown for what our cost will be for the City office remodel. Please let me know if you need anything else.

Furniture - \$13,643.35
Panels (refurbished) - \$4,634.00

The grand total is \$18,277.35 which is \$6,722.65 under budget.

Recommendation:

Staff recommends that the City Council approve the purchase of the Community Development Department Office Furniture from SOS Office Furniture in the amount of \$18,277.35.



<p>DATE: _____</p> <p>SCALE: 1/4"=1'-0"</p>		<p>SHEET TITLE</p> <p>FURNITURE LAYOUT</p>	
<p>DRAWN BY: _____</p> <p>PROJECT: _____</p>		<p>SHEET NUMBER</p> <p>1 OF 1</p>	
<p>ACCEPTED BY: _____</p> <p>DATE: _____</p>		<p>REVISIONS</p>	
<p>NOTES</p>		<p>PROJECT</p> <p>CITY OF NEW PRAGUE</p> <p>118 CENTRAL AVE. N.</p> <p>NEW PRAGUE, MN 56071</p>	



Office Furniture

3391 Labore Road
 Vadnais Heights, MN 55110
 651-644-6494
 FAX 651-644-0661
 www.sosofficefurniture.com

QUOTATION

Date	2/5/2025
------	----------

Name / Address
CITY OF NEW PRAGUE 118 CENTRAL AVE N NEW PRAGUE, MN 56071 KIM LEE 952-758-1135

Ship To
CITY OF NEW PRAGUE 118 CENTRAL AVE N NEW PRAGUE, MN 56071 KIM LEE 952-758-1135

Estimate #	22884		Rep	DUANE	
Qty	Item	Description	Color	Each	Total
1	LTM223TSL	SCOTT - RIGHT RETURN - 72 X 72 - HEIGHT ADJUSTABLE L-SHAPE WITH CREDENZA & HUTCH 90/120/180 DEGREE 3 STAGE, DUAL MOTOR PROGRAMMABLE HEIGHT ADJUSTABLE TABLE BASE - SILVER	SILVER	987.00	987.00T
1	PLT3072	30 X 72 RECTANGULAR TOP	NEWPO...	179.85	179.85T
1	PLT2442	24 X 42 RECTANGULAR TOP	NEWPO...	110.55	110.55T
1	PL143	24 X 71 CREDENZA SHELL	NEWPO...	248.60	248.60T
1	PL114	COMBO-FILE	NEWPO...	458.70	458.70T
1	PL1044OH-20	72" OPEN HUTCH WITH 20"H SUPPORTS	NEWPO...	428.45	428.45T
1	PL44LD	2 LAMINATE DOORS FOR HUTCH	NEWPO...	30.25	30.25T
1	7754SNS/7700F	MESH MID-BACK W/MULTI-FUNCTION MECHANISM - FABRIC SEAT	BLACK	339.00	339.00T
1	LTM223TSL	DEB - RIGHT RETURN - 72 X 66 - HEIGHT ADJUSTABLE L-SHAPE WITH CREDENZA & HUTCH 90/120/180 DEGREE 3 STAGE, DUAL MOTOR PROGRAMMABLE HEIGHT ADJUSTABLE TABLE BASE - SILVER	SILVER	987.00	987.00T
1	PLT2472	24 X72 RECTANGULAR TOP	NEWPO...	138.60	138.60T
1	PLT2442	24 X 42 RECTANGULAR TOP	NEWPO...	110.55	110.55T
1	PL143	24 X 71 CREDENZA SHELL	NEWPO...	248.60	248.60T
1	PL114	COMBO-FILE	NEWPO...	458.70	458.70T
1	PL1044OH-20	72" OPEN HUTCH WITH 20"H SUPPORTS	NEWPO...	428.45	428.45T
1	PL44LD	2 LAMINATE DOORS FOR HUTCH	NEWPO...	30.25	30.25T
1	7754SNS/7700F	MESH MID-BACK W/MULTI-FUNCTION MECHANISM - FABRIC SEAT	BLACK	339.00	339.00T

Subtotal
Sales Tax (0.0%)
Total



Office Furniture

3391 Labore Road
 Vadnais Heights, MN 55110
 651-644-6494
 FAX 651-644-0661
 www.sosofficefurniture.com

QUOTATION

Date	2/5/2025
------	----------

Name / Address
CITY OF NEW PRAGUE 118 CENTRAL AVE N NEW PRAGUE, MN 56071 KIM LEE 952-758-1135

Ship To
CITY OF NEW PRAGUE 118 CENTRAL AVE N NEW PRAGUE, MN 56071 KIM LEE 952-758-1135

Estimate #	22884	Rep	DUANE		
Qty	Item	Description	Color	Each	Total
1	LTM223TSL	BRIAN - RIGHT RETURN - 72 X 66 - HEIGHT ADJUSTABLE L-SHAPE WITH CREDENZA & HUTCH 90/120/180 DEGREE 3 STAGE, DUAL MOTOR PROGRAMMABLE HEIGHT ADJUSTABLE TABLE BASE - SILVER	SILVER	987.00	987.00T
1	PLT2472	24 X72 RECTANGULAR TOP	NEWPO...	138.60	138.60T
1	PLT2442	24 X 42 RECTANGULAR TOP	NEWPO...	110.55	110.55T
1	PL143	24 X 71 CREDENZA SHELL	NEWPO...	248.60	248.60T
1	PL114	COMBO-FILE	NEWPO...	458.70	458.70T
1	PL1044OH-20	72" OPEN HUTCH WITH 20"H SUPPORTS	NEWPO...	428.45	428.45T
1	PL44LD	2 LAMINATE DOORS FOR HUTCH	NEWPO...	30.25	30.25T
1	PL166	B/B/F PEDESTAL	NEWPO...	279.40	279.40T
1	PL195	24 X 24 BRIDGE - TOP ONLY	NEWPO...	110.55	110.55T
1	7754SNS/7700F	MESH MID-BACK W/MULTI-FUNCTION MECHANISM - FABRIC SEAT	BLACK	339.00	339.00T
1	LTM223TSL	KYRA - RIGHT RETURN - 72 X 66 - HEIGHT ADJUSTABLE L-SHAPE WITH CREDENZA & HUTCH 90/120/180 DEGREE 3 STAGE, DUAL MOTOR PROGRAMMABLE HEIGHT ADJUSTABLE TABLE BASE - SILVER	SILVER	987.00	987.00T
1	PLT2472	24 X72 RECTANGULAR TOP	NEWPO...	138.60	138.60T
1	PLT2442	24 X 42 RECTANGULAR TOP	NEWPO...	110.55	110.55T
1	PL143	24 X 71 CREDENZA SHELL	NEWPO...	248.60	248.60T
1	PL114	COMBO-FILE	NEWPO...	458.70	458.70T
1	PL1044OH-20	72" OPEN HUTCH WITH 20"H SUPPORTS	NEWPO...	428.45	428.45T
1	PL44LD	2 LAMINATE DOORS FOR HUTCH	NEWPO...	30.25	30.25T
1	PL166	B/B/F PEDESTAL	NEWPO...	279.40	279.40T

Subtotal
Sales Tax (0.0%)
Total



Office Furniture

3391 Labore Road
 Vadnais Heights, MN 55110
 651-644-6494
 FAX 651-644-0661
 www.sosofficefurniture.com

QUOTATION

Date	2/5/2025
------	----------

Name / Address
CITY OF NEW PRAGUE 118 CENTRAL AVE N NEW PRAGUE, MN 56071 KIM LEE 952-758-1135

Ship To
CITY OF NEW PRAGUE 118 CENTRAL AVE N NEW PRAGUE, MN 56071 KIM LEE 952-758-1135

Estimate #	22884	Rep	DUANE
------------	-------	-----	-------

Qty	Item	Description	Color	Each	Total
1	PL195	24 X 24 BRIDGE - TOP ONLY	NEWPO...	110.55	110.55T
1	7754SNS/7700F	MESH MID-BACK W/MULTI-FUNCTION MECHANISM - FABRIC SEAT	BLACK	339.00	339.00T
1	LTM123SL	INTERN - HEIGHT ADJ TABLE - 30 X 48 2 STAGE, DUAL MOTOR PROGRAMMABLE HEIGHT ADJUSTABLE TABLE BASE FOR 48 TO 72" TOPS - SILVER	SILVER	609.00	609.00T
1	PLT3048	30" X 48" TABLE TOP	NEWPO...	0.00	0.00T
1	PL1007	MOBILE BOX/FILE PEDESTAL	NEWPO...	248.60	248.60T
	DELIVERY - STAN...	STANDARD DELIVERY - COMMERCIAL BUILDING - DURING NORMAL BUSINESS HOURS - NO STAIRS **GROUND LEVEL**		1,000.00	1,000.00T

A 2.5% CREDIT CARD SURCHARGE WILL BE CHARGED ON ALL PURCHASES AND PAYMENTS EFFECTIVE 3/1/2020. THIS SURCHARGE IS WAIVED IF PAID BY CASH, CHECK, OR BANK TRANSFER	Subtotal	\$13,643.35
	Sales Tax (0.0%)	\$0.00
	Total	\$13,643.35



Office Furniture
 3391 Labore Road
 Vadnais Heights, MN 55110
 651-644-6494
 FAX 651-644-0661
 www.sosofficefurniture.com

QUOTATION

Date	2/6/2025
------	----------

Name / Address
CITY OF NEW PRAGUE 118 CENTRAL AVE N NEW PRAGUE, MN 56071 KIM LEE 952-758-1135

Ship To
CITY OF NEW PRAGUE 118 CENTRAL AVE N NEW PRAGUE, MN 56071 KIM LEE 952-758-1135

Estimate #	22982		Rep	DUANE	
Qty	Item	Description	Color	Each	Total
	MISC REFURBISHED	Herman Miller Panels, Components (Deb's Office) 1 30wx39h panel (fabric inside/laminate outside) 2 36wx39h panel (fabric inside/laminate outside) 1 48wx39h panel (fabric inside/laminate outside) 1 42wx39h panel (fabric inside/laminate outside) 2 39h straight connector 2 39h 2-way connector 1 39h finished end 1 39h wall starter channel (Brian & Kyra's Office) 2 36wx67h panel (fabric inside/laminate outside) 2 48wx67h panel (fabric inside/laminate outside) 1 67h straight connector 1 67h 3-way connector 2 67h finished end 1 67h wall starter channel Customer to select fabric/laminate - PLATINUM 1260 / WEATHERED CHAR 8204K-16 Customer to select paint - MEDIUM TONE		3,784.00	3,784.00T
	DELIVERY - STAN...	STANDARD DELIVERY - COMMERCIAL BUILDING - DURING NORMAL BUSINESS HOURS - NO STAIRS		850.00	850.00T

A 2.5% CREDIT CARD SURCHARGE WILL BE CHARGED ON ALL PURCHASES AND PAYMENTS EFFECTIVE 3/1/2020. THIS SURCHARGE IS WAIVED IF PAID BY CASH, CHECK, OR BANK TRANSFER	Subtotal	\$4,634.00
	Sales Tax (0.0%)	\$0.00
	Total	\$4,634.00