



## Information Technology

**To:** Mayor and Town Council

**From:** Leigh Johnson, Director of I.T.

**Through:** Mario Canizares, Town Manager  
Bob Scott, Deputy Town Manager

**Re:** Contract for I.T. Department Remodel

**Town Council Meeting – August 26, 2025**

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

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**Agenda Item:**

Consider and act upon authorizing expenditures with SDB Contracting Services for remodeling services and ODP Business Solutions for furniture additions to the Town Hall I.T. Department for \$260,642.

**Description of Agenda Item:**

During the budget review, the Town Council approved funding for interior renovations to Town Hall. These improvements include completing the unfinished space on the third floor near the Mayor's office, which was previously used for storage, as well as a comprehensive renovation of the current I.T. Department.

The purpose of these projects is to create additional and more efficient workspaces to accommodate the growing number of staff, some of whom are currently officing in a hallway, and others who office with other departments. The renovations will include remodeling and additional furniture, aimed at optimizing the use of space and enhancing functionality, operational efficiency, and staff productivity.

Upon completion, these improvements will bring the I.T. office space up to Town Hall standards and provide dedicated workspace for all current positions and two future positions, as outlined in the department's five-year strategic staffing plan.

**Budget Impact:**

This project will be charged to Account FC-2023-30-CONST-CONST. The project expenditures include \$127,469 allocated to ODP Business Solutions for furniture procurement and installation, via Omnia contract R240112, and \$133,173 for remodeling services provided by SDB Contracting Services via BuyBoard, bringing the total expenditure to \$260,642.

**Attached Documents:**

1. SDB Contracting Services Proposal
2. ODP Business Solutions Workspace Interiors Proposal

**Town Staff Recommendation:**

Town staff recommend that the Town Council authorize expenditures with SDB Contracting Services for remodeling services and ODP Business Solutions for furniture additions to the Town Hall I.T. Department for \$260,642.

**Proposed Motion:**

I move to authorize the Town Manager to authorize expenditures with SDB Contracting Services for remodeling services and ODP Business Solutions for furniture additions to the Town Hall I.T. Department for \$260,642.