



AGENDA ITEM ANALYSIS

Project/Issue Name: 25-R-33 A Resolution of the City Council Authorizing the Negotiation and Execution of Services Agreements Furnishing Packages for the New City Hall Building.

Submitted By: Bob Ford, Chief Financial Officer

Date: August 26, 2025

Issue Statement

To approve the selection of a single or group of furniture suppliers to provide furniture for the new Administration Building and to authorize the Chief Financial Officer to negotiate supplier contract(s) as appropriate in an amount NTE \$350,000.

Discussion and Analysis

On November 19, 2025, in Resolution 24-R-55, the City Council approved the selection of Crossland Construction, Inc. to build the City's new Administration Building for \$5.2 million. After that approval and after Crossland had completed its sub-contractor bid selection process, on April 15, 2025, in Resolution 25-R-16, the City Council approved an increase of \$265,766 to the current approved amount of \$5,465,766. In both discussions with Council, we were clear that the approved amount covered only the structure and that the City would need to come back for additional approvals for IT Infrastructure and Furniture for the new Administration Building. Additional actions taken:

- On July 15, 2025, in Resolution 25-R-28, the City Council approved an amount of NTE \$564,500 of additional funding for the Administration Building's IT infrastructure requirements.
- In a parallel effort, the City engaged BKD's Design Team to help with furniture planning and RFP development.
 - On August 1, 2025, the City published the New Administrative Building Furniture RFP.
 - On August 21, 2025, the City received four bids from Core Creative, Grooms, Indoff and Moseley's.
 - The bid instructions were prepared to allow vendors to provide responses on groups of furniture.
 - As a result, the City can select the low bidder by furniture grouping, meaning that we will end up with multiple furniture suppliers providing components by group, but all vendors provide the same furniture manufacturer, model, finish and look by group.
 - BKD Design Team is currently verifying all bids.
 - Funding for the furniture, as with the IT infrastructure and the Administration Building itself, will come from the General Fund's cash.



The construction of the new Administration Building is moving along rapidly and Crossland expects completion in late November 2025. Given that timeline, the City needs to order the furniture no later than September 1, 2025, to ensure an appropriate amount of time for delivery and setup. Therefore, we are requesting Council's approval for the Chief Financial Officer to negotiate final purchase contract (s) with multiple furniture suppliers in an amount not to exceed \$350,000. Note – the furniture placeholder in the Amended Budget is \$450,000.

Recommended Action

Staff recommends approval.