

**ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING**

SUBJECT: 333 Front Counter Remodel

Staff Contact: Jeff Fiegenschuh, Jenny Thompson, Jillian Condon

Summary: The 2023 budget includes \$225,000 for building updates at 333 Lincoln Highway for the RMU Customer Service and Finance Departments. The upgrades to the lobby space will include enhanced safety features and a handicap accessible. Two bids were received and were within \$50 of one another. Staff recommends proceeding with the low bidder, Lite Construction of Montgomery, IL for \$174,950. The City's engineering firm, Cordogan & Clark, has experience in working with Lite Construction. Work is anticipated to take place in the summer of 2023 and internal discussions are underway to relocate staff and offer an alternate location for in-person customer service for three weeks during the project.

Funding Sources:

| Source: | Budgeted Amount: | Proposed Expenditure: |
|---------|------------------|-----------------------|
| | \$225,000 | \$174,950 |
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Strategic Plan Goal Application: Core Service Delivery

Recommendation: Approve A Motion to Accept the Low Bid for a Front Counter Remodel Project at 333 Lincoln Highway for \$174,950.