



MEMORANDUM

July 14, 2023

To: Santaquin City Mayor and City Council
From: Norm Beagley, MPA, P.E., City Manager
RE: **City Hall Office Furniture Order (Ratification)**

Mayor and Council Members,

At the Mayor's direction, and with the Council's consent, we ordered the needed office furniture for the new City Hall building.

As we discussed previously, we received two bids for the needed office furniture. Both companies that submitted bids currently hold State competitive bid contracts. We ordered the office furniture from Workspace Elements, who provided the lowest bid pricing.

There are sufficient funds currently budgeted for this office furniture purchase under the Capital Project FF&E budget line item.

I am happy to answer any questions you may have regarding this purchase.

Recommended Motion: Motion to approve (ratify) the purchase of the office furniture for the new City Hall in the amount of \$200,728.30.