



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: October 7, 2024

Subject: Phase 2 and Phase 3 Furniture Quote

City staff has been working with Alternative Business Furniture on a design for new office furniture for City Hall. The City Council approved the purchase of furniture for the Police Department addition at its March 18, 2024 and July 1, 2024 meetings. That furniture has been delivered and installed in the Police Department and Recreation Department areas.

Staff has evaluated furniture needs for the final phases of the building. These areas include Administration, the Link, the new conference room and Emergency Operations Center/Training Room, multi-purpose room and Council Chambers.

Alternative Business Furniture is on the State Contract.

Phase 2, which includes the Parks and Recreation Director's office and the Administration workstations and offices, is quoted at \$68,273.15

Phase 3, which includes the conference room, emergency operations center, Council Chambers, Link and Multi-Purpose room is quoted at \$85,350.76.

Staff recommends approval of the Phase 2 and Phase 3 quotes in the amount of \$153,623.91. Funds for the furniture will come out of the Furniture, Fixtures and Equipment (FFE) line item from the project budget.

If you have any questions, please do not hesitate to contact me at 763-784-6491.