



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: June 18, 2024

Subject: Phase 1A 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 meeting. That furniture is in production and will be ready when the Police Department addition is completed in July.

Staff has now learned that additional areas of the building will be completed at the end of Phase 1 of the construction, including the Recreation front counter, and offices for our recreation supervisor staff. The front conference room will also be ready. We asked Alternative Business Furniture to develop a Phase 1A quote to order furniture for these areas as well as to order the office chairs for the Police Department addition.

Alternative Business Furniture is on the State Contract.

Phase 1, which does not include office chairs, is proposed at \$ 34,897.03. This includes delivery and install. Staff has included the proposed design with the quotation.

Staff recommends approval of the Phase 1A quote. Funds for the furniture will come out of the Furniture, Fixtures and Equipment (FFE) budget for the project.

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