



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: March 11, 2024

Subject: Phase 1 Furniture Quote

City staff has been working with Alternative Business Furniture on a design for new office furniture for City Hall. With the Police Department addition scheduled for completion in early June, staff is recommending splitting the order into two phases so we can ensure the furniture can be delivered and installed before the start of the next two phases of the City Hall Renovation.

Alternative Business Furniture is on the State Contract.

Phase 1, which does not include office chairs, is proposed at \$35,635.26. This includes delivery and install. Staff has included the proposed design with the quotation.

Staff will be hosting a “chair rodeo” where Alternative Business Furniture will bring out a selection of chairs for employees to try out and select for their work station. Chief Antoine, Deputy Clerk Brown, Recreation Director Okey and I narrowed down the selection to 4 chairs.

Staff recommends approval of the Phase 1 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.