



# CITY OF APPLETON

**Department of Parks & Recreation**  
Division of Facilities & Construction Management  
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**To:** Finance Committee

**From:** Dean R. Gazza, Director of Parks & Recreation

**Date:** September 9, 2024

**Re:** Action: Award "Police Station Additional Workstations" to Nordon Business Environments in the amount of \$48,100.37.

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The City of Appleton American Rescue Plan Act (ARPA) includes funding for two positions that will be best housed at the Appleton Police Station. City Facilities Management Division does not have furniture in inventory to meet workstation requirements for the two positions, requiring two new workstations that will be funded by ARPA funds.

This memo is a request to sole source a contract to Nordon Business Environments to purchase two new workstations at the Police Station in the amount of \$48,100.37. The amount includes new partition walls and furniture. Though this is a sole source to the only Haworth provider locally, the pricing was competitively obtained by utilizing the US Communities Government Purchasing Alliance Contract.

The City has adopted a standard of using Haworth workstations throughout City of Appleton facilities. By developing a standard, components can be modified or reused as changes are made in the future. Overall, it is typical practice for any organization to adopt a standard to allow for maximum flexibility and usage of the investment since this modular workstation furniture can be set-up in various configurations and components can be deleted/added as needed. Furthermore, Haworth furniture is manufactured in the United States of America, meeting the ARPA buy America requirement.

The City of Appleton is eligible to obtain government pricing which this project qualifies for, therefore ensuring we are getting the lowest possible pricing available through the US Communities Government Purchasing Alliance Contract, Haworth Contract #4400003402.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).