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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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To: Finance Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: April 12, 2016

Re: Action: Award "Information Technology Furniture Remodel" to Nordon Business Environments in the amount of \$59,854.79.

This memo is a request to sole source a contract to Nordon Business Environments to purchase new workstations and storage cabinets for the Information Technology Department. The 2016 Capital Improvement Plan includes \$80,000 for this initiative.

The City has adopted a standard of using Haworth workstations at City Hall. By developing a standard, components can be modified or reused as changes are made in the future. Some departments had adopted other workstations brands, such as Herman Miller or Knoll. In those cases we follow the standard for that department/facility. Overall, it is a general 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.

The City of Appleton also 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.