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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: January 8, 2024

Re: Action: Award "Municipal Services Building Furniture Upgrades" to Nordon Business Environments in the amount of \$189,135.72.

The 2024 Capital Improvement Plan includes funding for furniture upgrades at the Municipal Services Building (MSB). Existing furniture is 26 years old, with signs of wear, lack of storage, and poor ergonomics. Existing furniture will be repurposed throughout MSB maintenance and shop areas. New furniture will replace existing worn furniture, include ergonomic and adjustable height workstations, and provide adequate storage for supplies. A total of 31 workstations and two conference rooms will receive updates.

This memo is a request to sole source a contract to Nordon Business Environments to purchase new workstations at MSB in the amount of \$189,135.72. The amount includes new furniture and labor for removal, disposal, and installation. 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. Furthermore, Nordon was able to bundle this purchase with other current City furniture upgrades resulting in a vendor discount of \$10,000.00 for this project.

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.

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.