



*"...meeting community needs...enhancing quality of life."*

**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:** November 6, 2023

**Re:** Action: Award "Health Department Furniture Remodel" to Nordon Business Environments in the amount of \$250,887.34.

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This memo is a request to sole source a contract to Nordon Business Environments to purchase new workstations and storage cabinets for the Health Department at City Hall. 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 2023 Capital Improvement Plan includes funding for this initiative in addition to a grant the Health Department received to fund the furniture and the balance of the remodel. The City of Appleton will have no cost as a result.

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 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. Additional, work to be included with grant funding include carpeting, ceiling, wall finishes and lighting upgrades.

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).