



CITY OF APPLETON

Department of Parks & Recreation

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: August 11, 2025

RE: Action: Approve request to sole source a contract to Nordon Business Environments to purchase new workstations in the amount of \$350,113.

The 2025 Capital Improvement Plan includes funding for furniture upgrades in Community Development and Assessor spaces. The existing furniture is over 30 years old, with signs of wear, lack of storage, and poor ergonomics. New furniture will replace existing worn furniture, including ergonomic and adjustable height workstations, and provide adequate storage for supplies.

This memo is a request to sole source a contract with Nordon Business Environments to purchase new workstations in the amount of \$350,113 and is within the budgeted established. 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.

The City has adopted a standard of using Haworth workstations throughout the 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.