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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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To: Library Board

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

Date: June 14, 2016

Re: Action: Request to approve contract to Nordon Business Environments for Library furniture renovation in the amount of \$29,017.66.

This memo is a request to sole source a contract to Nordon Business Environments to purchase new workstations and storage cabinets for the Library. The 2016 Capital Improvement Plan includes \$30,000 for this initiative. The area of work focuses on the Children's Services open office work stations. This includes the replacement of seven workstations and the mail center, and installing additional storage units that will act as a working counter.

The City has adopted a standard of using Haworth workstations at the Library and other City facilities. By developing a standard, components can be modified or reused as changes are made in the future. Some departments have 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.

The Parks, Recreation, and Facilities Management Department recommends approving the contract to Nordon Business Environments in the amount of \$29,017.66.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.