



CITY OF APPLETON

Department of Parks & Recreation

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TO: Finance Committee

FROM: Tom Flick

DATE: 1/26/2026

RE: **Action: Approve the request to sole source the Parks and Recreation Building Furniture Upgrades Contract to Nordon Business Environments in the amount of \$91,681.14, with a 5 percent contingency for a total project authorization not to exceed \$96,265.20.**

BACKGROUND

The 2025 Capital Improvement Plan includes \$1,200,000 for renovation of the office space at the Parks and Recreation Facility. The project includes renovation of the existing office area and installation of new office furniture. The building renovation portion of the project is being delivered under a separate construction contract. Construction was bid and awarded first to confirm the project remained within the approved budget before proceeding with furniture procurement.

The furniture included in this contract replaces a mix of previously used furniture from prior City upgrades that shows significant wear, limited ergonomics, and inadequate storage. The proposed furniture replacement will provide ergonomic, adjustable height workstations and improved storage to support staff efficiency and workplace safety. In total, thirteen workstations and two conference rooms are included in this furniture upgrade.

SOLE SOURCE JUSTIFICATION

The City of Appleton has adopted a standard of using Haworth workstations throughout City facilities. Establishing a furniture standard allows components to be reused, reconfigured, or expanded as space needs change over time. This modular approach provides long term flexibility, consistency, and maximizes the value of the City's investment by allowing furniture systems to be adapted rather than replaced. Nordon Business Environments is the authorized local provider for Haworth furniture, and procurement of this standard therefore qualifies as a sole source purchase.

To verify that the proposed pricing was fair and appropriate, staff obtained a second comparative quote for equivalent office furniture using Herman Miller products. The City's standard Haworth furniture was quoted by Nordon Business Environments in the amount of \$91,681.14. For comparison, BSI provided a quote for a comparable Herman Miller furniture package in the amount of \$106,899.91. The comparative quote showed that pricing for the City's established furniture standard is competitive and represents the best overall value for this project.

RECOMMENDATION

Approve the request to sole source the Parks and Recreation Building Furniture Upgrades Contract to Nordon Business Environments in the amount of \$91,681.14, with a 5 percent contingency to be used only as needed. This procurement is consistent with the approved project scope and does not increase the overall Capital Improvement Plan budget for the Parks and Recreation Facility renovation.

Please feel free to contact me at (920) 832-3915 with any questions, or by email at tom.flick@appletonwi.gov.