

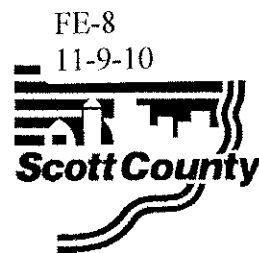
Facility and Support Services

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November 1, 2010

To: Dee F. Bruemmer
County Administrator

From: Dave Donovan, Director
Facility and Support Services

Subj: Approval of purchase of furniture for Information Technology office

I have been working with Matt Hirst to make changes to the Information Technology Department office spaces in the lower level of the Courthouse to accommodate new space for the two new positions hired to assist with supporting the Scott Emergency Communications Center. As part of that effort, we have already relocated the IT Training Room to a previously underutilized conference room on the first floor of the Entrance Pavilion adjacent to the programs offices (Pre-Trial Release, Alternative Sentencing, Court Compliance, etc.). That move seems to be working well, actually making access to the training room easier, especially for their customers coming from outside the Courthouse building.

After the training room moved, we reconfigured the conference room space previously used for IT Training (directly across the hall from the main IT office) to accommodate the IT Program Development staff (3 positions). That move, in turn, freed space in the main IT office for the additional IT staff and will allow for some improvements to the flow and function of the office space as well.

To complete the project, we need to purchase additional office furniture and reconfigure some existing furniture. I have a proposal from Allsteel Furniture and Paragon Interiors for that work. As you may recall, we buy direct from the manufacturer from the Allsteel GSA pricing schedule. Paragon is the assigned servicing agent for this area and a small portion of the furniture cost is for their technicians to disassemble and move existing furniture and to install the new pieces.

I recommend that the Board approve the attached resolution for the purchase of the aforementioned furniture and installation in the amount of \$16,994.24. This work is funded from the general remodeling line item for the Courthouse in the Capital Improvements Plan. I will be at the next Committee of the Whole meeting to answer any questions you or the Board may have.

Cc: FSS Management Team
Matt Hirst, Information Technology

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

November 9, 2010

A RESOLUTION APPROVING THE PURCHASE OF OFFICE FURNITURE FROM
ALLSTEEL FURNITURE AND PARAGON INTERIORS IN THE AMOUNT OF
\$16,994.24.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the purchase of furniture From Allsteel Furniture and Paragon Interiors for the Information Technology Department in the amount of \$16,994.24 is hereby approved.
- Section 2. This resolution shall take effect immediately.