

Facility and Support Services

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October 2, 2013

To: Dee F. Bruemmer
County Administrator

From: Dave Donovan, Director
Facility and Support Services

Subj: Renovations in the Recorder's Office

The County Recorder has requested the creation of an additional private office space in that office to help facilitate confidential matters including personnel discussions, passport processing, etc. To avoid a major rearrangement of the entire office to install traditional walls, we explored the use of modular, demountable walls that could be installed in place of current cubicle dividers.

There is a product offering from the same manufacturer (Allsteel) that provided all of our current modular office cubicles and freestanding furniture. This product is available with GSA pricing (buying direct from the manufacturer) using a local vendor for design and installation.

We have a proposal from Allsteel via Paragon Commercial Interiors in the total amount of \$15,369.00 for the installation of those demountable glass walls and some minor reworking of adjacent walls in the Recorder's Office to facilitate the installation. I recommend that the Board approve and award that proposal to Paragon as outlined above. This project is budgeted in the current fiscal year in the Capital Plan.

Cc: Rita Vargas
FSS Management Team

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

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 10, 2013

A RESOLUTION APPROVING THE AWARD OF CONTRACT FOR RENOVATIONS
FOR THE RECORDER'S OFFICE IN THE AMOUNT OF \$15,369.00.

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

- Section 1. That the proposal for Allsteel demountable walls, minor construction and installation for the Recorder's Office is hereby approved and awarded to Paragon Commercial Interiors in the total amount of \$15,369.00.
- Section 2. This resolution shall take effect immediately.