

Facility & Support Services

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Item#7

8/20/19

~ Our Promise: Professional People, Solving Problems, High Performance

August 13, 2019

To: Mahesh Sharma
County Administrator

From: Tammy Speidel, Director
Facility and Support Services

Subj: Approval of Purchase- Allsteel Furniture
Administration Center- First Floor Treasurer's office

As you may recall, in the FY20 CIP budget \$125,000.00 was budgeted for renovations requested by the Scott County Treasurer. In working with the Treasurer's office, we have developed a plan to enlarge counter workstations. Rather than renovating with solid surface material, the request is that new work stations utilizing modular furniture be ordered and installed. This will allow for future flexibility, afford staff with more space to perform job functions, and create uniformity between staff located at the Administrative Center and staff located at the General Store. At the request of the Treasurer's office the estimated time frame for this work is currently the third week in October.

The Allsteel furniture product was selected several years ago after an extensive RFP process and demonstration period. In addition to Allsteel being a local vendor, we are able to purchase directly off of the GSA pricing schedule. The servicing dealer established by Allsteel for our area, Paragon Commercial Interiors, is also located in Davenport, IA, which is extremely helpful as issues arise during the install process.

After several meetings with Treasurer's office staff and Paragon, a final furniture plan and pricing has been developed. The quote for furniture and installation for this project is \$24,075.97. I recommend that the Board approve this purchase.

There will be some additional expenses related to this project for some demo work, electrical work and structured cabling; however the quotes for each of those aspects of the work are under the level requiring Board approval.

In addition, Treasurer Mike Fennelly has requested some CCTV for both the first floor Treasurer's office and the County General Store, modification of a few work station panels to allow for better line of sight and some additional exterior signage both at the General Store to be considered as a part of this project. Although not part of the additional scope, with these additional requests, I still believe that we will be considerably under the project budget and I recommend moving forward with these additional items.

We are still working to obtain pricing for these additional items, but based on previous experience and the preliminary cost estimates that the General Store has received, we believe each component will be

below the threshold requiring Board Approval. When final pricing is received if that turns out not to be the case, we will bring those items back to the Board for approval.

I will be at the next Committee of the Whole to answer any questions you or the Board may have.

CC: Mike Fennelly, Treasurer
Barb Vance, Operations Manager
Matt Hirst, IT Director
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

August 22, 2019

A RESOLUTION APPROVING THE PURCHASE OF FURNITURE AND
INSTALLATION FROM PARAGON COMMERCIAL INTERIORS FOR THE
ADMINISTRATIVE CENTER TREASURER'S OFFICE RENOVATION IN THE
AMOUNT OF \$24,075.97.

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

- Section 1. That the purchase of furniture and installation from Paragon
Commercial Interiors for the Administrative Center Treasurer's Office
Renovation Project is hereby approved.
- Section 2. This resolution shall take effect immediately.