



REQUEST FOR PURCHASE IN EXCESS OF \$20,000/CHANGE ORDER

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| To: | MAYOR AND COUNCIL | Agenda Item No. <u>IV. J.</u> |
| From: | Scott Neal City Manager | |
| Date | June 5, 2012 | |
| Subject: | Request For Purchase – Office Furniture For Communications & Technology Department | |
| Date Bid Opened or Quote Received: | May 9, 2012 | Bid or Quote Expiration Date: NA |
| | <u>Company</u> | <u>Amount of Quote or Bid</u> |
| | 1. Henricksen Public Sector Group | 1. \$51,956.14 |
| | 2. | 2. |
| | 3. | 3. |
| RECOMMENDED QUOTE OR BID: Henricksen PSG | | |
| GENERAL INFORMATION: On February 1, 2012, when department reorganization took place, Communications & Marketing and I. T. were merged and became the Communications & Technology Department. As a result, Henricksen was engaged in a tedious process to determine a reconfiguration of the existing Communications Department into 12 viable and comfortable work stations. Henricksen PSG has been the City's sole source for workspace solutions since the RFP process for furnishing the new City Hall in 2004. This new reconfiguration will provide a productive environment for the Communications & Technology Department staff and will open up needed space in the Administration Department. | | |

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|-------------------------------|-------------------|
| _____ | _____ |
| Signature | Department |
| The Recommended Bid is _____ | |
| within budget | not within budget |
| _____ | |
| John Wallin, Finance Director | |
| _____ | |
| Scott H. Neal, City Manager | |