

**RE:** Station Remodel – Phase 2

**DEPARTMENT:** Police Department

**PROGRAM:** Administration

**RECOMMENDATION:** Recommendation to award the bid to lowest bidder, RBF Interiors, to refurbish our existing Steelcase workstations and construct a new reception counter. The total project cost including delivery, installation and haul away of the current panels and debris is \$9,287.95.


RBF Interiors is a refurbishing company for Steelcase office workstations and deal only in refurbishing office furniture.

<b>Vendor</b>	<b>Cost for Option One (Refurbished)</b>	<b>Cost for Option Two (New)</b>	<b>Color Limitations for Option One</b>	<b>Color Limitations for Option Two</b>
RBF Interiors	\$9,287.95	N/A	Unlimited	N/A
Facilitec	\$11,751.00	\$13,340.00	Limited	Unlimited
Warehouse of Fixtures	\$20,917.16	\$27,910.60	Limited	Unlimited
Color Art	\$15,495.00	\$26,299.00	Unlimited	Unlimited

I am requesting approval to purchase the refurbished office workstations by the Board of Aldermen. The order will be placed contingent upon Board approval.

**EXPLANATION:** Research for this project discovered there were two viable options available. Option #1 is to have our current workstations refurbished and have a new reception counter constructed. Option #2 is to have the workstations replaced with new furniture and have a new reception counter constructed.

Our current workstations are over twenty years old and were manufactured by Steelcase, Inc. The foundations of the workstations are in good condition and structurally sound, yet the laminate work surfaces have suffered normal wear and tear given their age and the fabric panels and painted trim are faded, worn and scratched.

**SUBMITTED BY:** Chief Steven Schicker 

**DATE:** February 27, 2014