

Memorandum Public Works Department



To: City Manager
Subject: Police Station Furniture Selection
Date: July 22, 2015
Number: 2015-130

Request for qualifications for vendors to provide all furniture for the new Police Stations (except evidence shelving and built-in furniture) were solicited and opened on March 27, 2015. Based on those submissions, four vendors were selected for further evaluation. One vendor dropped out leaving three potential vendors. Those vendors were invited to install a mock-up of a typical work station and submit product information, specifications, and pricing for 40 workstations, 12 private offices, 70 task chairs, and 37 training tables. These items were selected because they represent the most common items in the furniture package and provided a simple comparison between the three vendors. The vendors were:

Vendor	Location	Product Line
Lincoln Office	Davenport	Maxon, Mayline, Global
Office Solutions	Davenport	Hon
Paragon	Davenport	Allsteel

The City held individual meetings with each vendor to hear their presentation, evaluate the furniture, ask questions, and discuss possible value engineering solutions. All vendors met the bid requirements, demonstrated good products, had similar warranties, and offered similar government pricing (Lincoln Office and Office Solutions were within 3% of each other, Paragon was slightly higher). After careful review the selection committee selected Office Solutions/Hon as the best choice for the City for several reasons:

- Hon products are locally manufactured in Muscatine. (Note: Maxon and Allsteel are also made in Muscatine)
- Office Solutions has provided products and services to the Police Department for a number of years. The Police Department is very happy with their service.
- Hon products have been used throughout the City for many years and users are very satisfied with their performance.
- The committee believes Office Solutions/Hon provides the best value for the City with regard to price, quality, and service.

The furniture budget is \$428,605. Office Solutions will be able to provide the furniture for less than \$375,000. The exact amount will be determined once the approved vendor meets with City and design team representatives to determine the exact requirements of the remaining furniture items. Evidence shelving still to be purchased is estimated at \$36,000.

Recommendation

The Public Works and Police Departments recommend that the City Council approve a contract with Office Solutions to provide furniture for the Rock Island Police Station at an amount not to exceed \$375,000 and authorize the City Manager to execute the contract documents.

Submitted by: Randall D. Tweet, Public Works Director
Jeffrey R. VenHuizen, Chief of Police

Approved by: Thomas Thomas, City Manager