

**MEMORANDUM
FINANCE DEPARTMENT**

TO: John Phillips, City Manager
SUBJECT: Office Furniture Purchase

Number: 029 – 12
Date: 08 - 18 - 11

Included in the Finance Department budget for FY 11-12 are funds to purchase office furniture consisting of three (3) workstations, eight (8) chairs, and one (1) conference table for use by the Accounts Receivable / Customer Service Supervisor, Fiscal Technician, and Intern. Based on the Purchasing Policies for the City of Rock Island for goods and services with a cost exceeding \$10,000 but less than or equal to \$15,000, written quotations were sought from the following five (5) businesses for the purchase of these items:

All Makes Office Furniture, Moline, IL
Iowa/Illinois Office Solutions, Davenport, IA, 52807
Modular Furniture Services Inc., Rock Island, IL
Stor-Mohr, Rock Island, IL
Tallgrass Business Resources, Davenport, IA

Written quotations were subsequently received from the following businesses with Iowa/Illinois Office Solutions submitting the lowest quotation:

All Makes Office Furniture	\$14,422.46
Iowa/Illinois Office Solutions	\$10,782.48
Tallgrass Business Resources	\$10,825.88

Recommendation: Council approve the purchase of three (3) workstations, eight (8) chairs and one (1) conference table from Iowa/Illinois Office Solutions in the amount of \$10,782.48.

Submitted by: Don Reichert, Budget Coordinator
Bill Scott, Finance Director

Approved: John Phillips
City Manager