



WATER POLLUTION CONTROL

MEMORANDUM

To: Gregg Mandsager, City Administrator

CC: Nancy Lueck, Finance Director
Fran Donelson, Secretary

From: Jon Koch, WPCP Director

Date: September 24, 2014

Re: Lab Annex Furniture Purchase

INTRODUCTION: The WPCP has received a government discount quote from Paragon Commercial Interiors for Allsteel office furniture for the new Lab Annex in the amount of \$5402.26. This includes office chairs, lab stools, desks, file cabinets and storage units for the chemist and three lab assistants. Comparable units from OfficeMax were priced at \$5992.00. \$7000.00 has been budgeted for these items.

BACKGROUND: The current lab furniture is 25 years old but will be re-used in the same space for the Operations Supervisor and plant operators. The Ops Supervisor has a temporary desk in the front office hallway and three operators share desk space.

RECOMMENDATION/RATIONALE: Staff recommends the purchase of new lab furniture from Paragon Commercial Interiors for \$5402.26.