



Agenda Item Summary

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Submitted By

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Reviewed By

LKS

Agenda Item Title

A Resolution Approving an Independent Contractor Agreement with Forward Space, LLC, d/b/a/ Office Concepts, for the Purchase and Installation of Carpet, Certain New Furniture and Related Coordination and Design Services for Village Hall in an Amount not to exceed \$150,000.00 and Authorizing its Execution

Overview

This is a part of a multi-year project in the capital improvement program budgets. It is an effort to remodel, reorganize and declutter Village Hall in order to provide better customer service and maintain organized and professional facilities. In 2017, the project will include different phases that will be presented to the Board as each part is defined.

Staff Recommendation

Approve the Resolution

Fiscal Impact

Funds are budgeted in both the 2016 and 2017 Building Improvement Fund account 3012-43790-101-540673 for the Village Hall Remodeling Project. The next phase is estimated at \$150,000. A description of the actual work is described below. The project is budgeted in the 2017 CIP Building Improvement Fund account 3012-43790-101-540673.

All furniture purchased is with special discounted rates for non-taxable agencies and governments. In addition the Village is also a member of the National IPA, a national cooperative purchasing network for furniture and similar products. All products through Forward Space have honored the National IPA pricing.

Background

This is a multi-year project. The next phase of the project will include carpeting all remaining areas (includes Adjudication, Cashier and the entire 2nd floor along with remaining areas in stairwells) , remodeling of the Council Chambers which includes new cushions, some chairs and storage units. Decluttering in all of these areas is also underway and will take the entire year. Public Works will be coordinating the painting of all these areas under a separate contract. In addition to the carpet, the next phase of this project will include a reorganizing of some spaces on the 2nd floor. Any remodeling needs in these areas will come back as a separate contract for Board approval. This particular contract for \$150,000 is for carpet-only except for the Council Chambers which also includes the purchase of storage furniture and seating.

Forward Space was selected after a Request for Proposal was sent out for Steelcase design services. Steelcase was also the selected manufacturer for the Public Works Center.

Alternatives

The Village Board could direct staff to provide more information.

Previous Board Action

This is a multi-year Capital Improvement Project as outlined in the Village's CIP document. The Village Board has approved contracts for Phases I, and II previously.

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

Staff will make a recommendation, if needed, in the FY2018 CIP requests if any issues remain related to this project.

Intergovernmental Cooperation Opportunities

N/A

Performance Management (MAP) Alignment

N/A