City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager MJP-W

DATE: June 20, 2019

SUBJECT: Carroll City Hall Furniture Fixtures and Equipment (FFE) Package Changes

On June 10, 2019 the City Council approved bids for the FFE related to the Carroll City Hall Project. Since that time there are changes the City is seeking.

Midwest Storage Solutions, Inc. of Urbandale

The total bid from Midwest Storage Solutions, Inc. of Urbandale was $9,796.52 for the high-density storage. The design that was selected allows for the City to add an additional carriage unit and shelving in the future. With the overall FFE budget coming in below budget, staff would like to add this shelving to the project at this time. Attached is a proposal that was received to add both a 4' and 3' carriage with shelving. Since most of the storage boxes the City use are 2' deep staff would like to opt for the 4' carriage with shelving at an additional cost of $3,607.35. By adding this at this time the City will save on a future install cost of $1,741.46. Since the overall storage on the first floor in the new City Hall is less than what was at the old City Hall staff would like to add the additional storage at this time. This change would result in an additional charge of $3,607.35 for a total cost of $13,403.87.

Pigott of Des Moines

The total bid from Pigott of Des Moines for the sections they were awarded was $82,350.11. In the order process it was decided to use A/V controls that will be part of the conference room from the contractor that will be installing the A/V equipment at City Hall. To do this a cut out needs to be made and this is an upcharge cost. Additionally, a small modification was made to two of the office spaces in the open office area. These two changes resulted in an additional charge of $371.22 for a total cost of $82,721.33.

The City Hall FFE portion of the project was included as a line item in the overall project budget which was $115,425 to $145,800. To date $106,364.37 has been spent out of this part of the project budget. With these changes the City Hall FFE expenses will be $109,971.72.

RECOMMENDATION: Mayor and City Council consideration and approval of changes to the approved bid from Midwest Storage Solutions, Inc. of Urbandale increasing it $3,607.35 to $13,403.87 and the approved bid from Pigott of Des Moines increasing it $371.22 to $82,721.33.