City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager MPW

DATE: November 7, 2019

SUBJECT: Carroll Public Library Furniture Fixtures and Equipment Package Change Order No. 1

In the process of ordering a set of chairs it was discovered that the fabric that was originally specified on the chairs might start to pull at the seams, especially in a high use/traffic environment like a library. Due to this, OPN is recommending that we select a fabric that is more durable. This resulted in a pricing change of $735.00. There was only one vendor that bid on these particular chairs so this change would not result in a different possible vendor.

Upgraded fabric	$735.00
Total Change Order No. 1	$735.00

With this change, the total spent on all furniture, fixtures, and equipment for the Library will be $344,747.68. The budget for the library shelving and furniture had a range of $388,928 to $435,072; which based on actual costs is $44,180.32 under budget.

RECOMMENDATION: Mayor and City Council consideration and approval of Change Order No. 1 to the Carroll Public Library Furniture Fixtures and Equipment Package in the amount of $735.00.