

**SPECIAL JOINT
BUDGET & FINANCE COMMITTEE & CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
MAY 13, 2019
4:30 P.M.**

AGENDA

- I. CALL TO ORDER
- II. NEW BUSINESS
 - A. 2018 Audit will be presented by Representatives from Schlenner Wenner & Co. – **See Attachments - Hard copies will also be available at the meeting.**
- III. OLD BUSINESS
 - A. Police Department Squad Room Furniture (page 1)
- IV. INFORMATIONAL
- V. ADJOURN

The agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville City Council. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Paynesville City Council meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall at (320) 243-3714 early so that the necessary arrangements can be made.

REQUEST FOR BOARD/COUNCIL ACTION

BOARD/COUNCIL NAME: Special Joint Budget & Finance Board & City Council

Board/Council Meeting Date: May 13, 2019

Agenda Section: Old Business

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Police Department Squad Room Furniture

Prepared by: Staff

COMMENTS:

Paul Wegner will give a verbal report. Please review the two quotes for squad room furniture:

Northern Business Products, Inc.	\$3,730.15
Office Furniture Solutions, Inc.	\$5,015.00

This was discussed at the April 9, 2019 Budget & Finance Board Meeting and there was support for the purchase; however, there was not recommendation to Council.

ADMINISTRATOR COMMENTS:

Funds for this would come from Police Capital Improvement.

BOARD/COUNCIL ACTION:

Motion to approve the purchase of Police Department squad room furniture in the amount of \$3,730.15 from Northern Business Products, inc.



OFFICE FURNITURE SOLUTIONS, INC.

ph. 320-203-7957
4121 5th St N
St Cloud, MN 56303

www.fixthisoffice.com

Estimate

Date	Estimate #
12/19/2018	6132

**"Providing Customized Solutions
for the Workplace."**

Estimates are valid for 30 days.

Used items quoted are subject to availability.

Delivery & installation are not included unless specifically itemized below.

Company Name & Address
CITY OF PAYNESVILLE POLICE DEPT 221 WASHBURN AVE PAYNESVILLE, MN 56362-1697

Description	Qty	Cost	Total
SQUAD ROOM			
HARMONY 60 X 30 DOUBLE 3/4 PEDESTAL DESK; COLOR TBD PL103 & 2X107	4	497.00	1,988.00T
ADDITIONAL OPTIONS			
HARMONY 31" OVERHEAD BIN WITH DOORS; COLOR TBD PL209 & 41LD	4	163.00	652.00T
HARMONY 36" OVERHEAD BIN WITH DOORS; COLOR TBD PL208 & 44LD	2	181.00	362.00T
USED 5 DRAWER LATERAL FILE; BLACK OFS	1	389.00	389.00T
HARMONY TACK BOARD; COLOR TBD	4	81.00	324.00T
AIRES ALL MESH FULL FEATURE TASK CHAIR WITH SEAT SLIDER; GREY OPSB8	4	325.00	1,300.00T
DELIVERY & INSTALL ARE NOT INCLUDED AT THIS TIME			

No returns without prior authorization:
25% restocking fee for items we stock - store credit only, no refunds.
Special orders and used items are not returnable or refundable.

Subtotal \$5,015.00

Sales Tax (7.625%) \$382.39

Total \$5,397.39

Terms 50% DOWN NET DELIVERY

Visa & Mastercard accepted - additional 3% convenience fee will be added.

Thank you for the opportunity to provide you this estimate. Feel free to contact me with any questions.

Respectfully,
Jeni Luitjens, Solutions Consultant

jeni@fixthisoffice.com * 320-203-7957 ext 1 (office) * 320-293-2814 (cell)

Your signature below and/or an email confirmation referencing this estimate # authorizes OFS to proceed with your order.

Signature: _____

Date: _____

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