

Office of the City Manager

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Michael Barnes, Public Works Director
Date: May 10, 2013
Subject: Public Works Building Improvements, Phase II

Council Action Requested:

Consider Phase II Public Works Building Improvements in the amount of \$10,816.00.

Background Information:

In the 2012-2013 budget council approved an expenditure of \$35,400.00 to construct Public Works Building Improvements. The project was divided into two phases. Phase I has been completed at a cost of \$17,632.55. Phase I included installing cabinets, painting, purchase tables, chairs, a double oven and refrigerator.

Part of Phase II includes installing workstations for the Administrative Assistant, the Foremen's offices, a computer station, six (6) chairs, three (3) filing cabinets, and the purchase of office furniture for the reception area. The cost of these items totaled \$10,816.00 (see attached Phase II cost list). The total cost of improvements to date is \$28,448.55. Staff is recommending approval of the \$10,816.00 expenditure for the first part of Phase II improvements as described above. The remaining improvements to be addressed are the Superintendents and Directors office upgrades. Total remaining funds available is approximately \$7,000.00.

Board/Citizen Input:

N/A

Financial Impact: \$10,816.00 funds to be divided between Water, Sewer, Drainage and Street budgets.

Staff Contacts:

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Attachments: Phase II costs list

PHASE II			=Low Bidder
ADMIN. ASST. OFFICE			
Technical Interiors	\$	6,790.00	Desk Chair & side Chair for Adm. Asst. office:
RSBB Enterprises, Inc.	\$	8,215.00	
Remove existing furniture. Add/move/rewire electrical. Fabricate & install countertops (desks & file cabinets). Fabricate, stain and install desk, work station and upper cabinets.			
			\$ 250.00

FOREMEN'S OFFICE		Company	File Cabinets(3)	Desk Chairs (4)
Technical Interiors	\$ 2,100.00	K-LOG Office Furniture	\$ 400.00	\$ 636.00
RSBB Enterprises, Inc.	\$ 2,600.00	QUILL Office Furniture	\$ 450.00	\$ 436.00
Remove existing furniture. Fabricate and install workstations with counter-tops and 12" upper shelf for 3 foremen.		ATD American Wholesale	\$ 465.00	\$ 756.00
		Computer Workstation (1)		
		Staples	\$ 110.00	
		Office Max	\$ 190.00	
		Quill Office Furniture	\$ 230.00	

RECEPTION AREA FURNITURE	
Seating to include 3 seat sofa; side chair; end table.	
Company	
K-LOG Office Furniture	\$ 730.00
QUILL Office Furniture	\$ 925.00
ATD American Wholesale	\$ 1,180.00

TOTAL COST = \$10,816.00

