Lowell City Council Special Meeting Monda, November 21, 2022 at 6:00 p.m.

This meeting will be held online only through Zoom meetings. For instructions on how to join via telephone or PC, visit the meeting webpage at:

https://www.ci.lowell.or.us/administration/page/city-council-specialmeeting

Special Meeting Agenda

<u>Call to Order/Roll Call</u> Councilors: Mayor Bennett ____ Harris ____ Stratis ____ Weathers ____ Murray ____

Approval of Agenda

New Business

1. Motion to authorize the City Administrator to procure lateral file cabinets, office desks, and additional file and wall storage in an amount not to exceed \$12,000. --Discussion/ Possible action

<u>Adjourn</u>

The meeting location is accessible to pesons with disabilities. A request for an interpreter for the hearing impaired of other accommodations for persons with disabilities must be made at least 48 hours before the meeting to City Clerk Sam Dragt at 541-937-2157.

Agenda Item Sheet

City of Lowell City Council

Item title/recommended action:

Motion to authorize the City Administrator to procure lateral file cabinets, office desks, and additional file and wall storage in an amount not to exceed \$12,000. --Discussion/ Possible action

Justification or background:

The City Clerk and contract accountant have searched for lateral file cabinets that will meet our needs at the new building. After evaluating 3 vendors, they determined that Uline offers the best price for the lateral file cabinets that we need. The City Clerk and contract accountant also found office desks, an additional filing cabinet, and wall storage from NBF that best meets their needs. Those items total \$11,530. Staff request spending authority up to \$12,000 in case shipping charges change at the time we place the order. We recommend paying for these items from what remains of our second tranche of ARPA funding. We will require a few other office items--such as a dropbox. The City Administrator also needs to shop around for a new desk. Those items are estimated to be within staff's spending authority.

Budget impact:

Expenditure not to exceed \$12,000, to be paid with remaining ARPA funds.

Department or Council sponsor:

Administration

Attachments:

Cost break-down and tabulation; printouts from vendors illustrating the items to be purchased.

Meeting date: 11/21/2022

Lateral File Cabinets

						Office	
	Quantity	Uline	Shipping	NBF	Shipping	Furniture.com	Shipping
36x18x28	3	\$545.00	\$187.00	\$699.00	\$238.00	\$789.00	0
42x18x54	3	\$1,065	\$203.00	\$1,029.00	\$334.00	\$1,199.00	0
42x18x67	1	\$1,310.00	TBD	\$1,379.00	\$229.00	\$1,469.00	0
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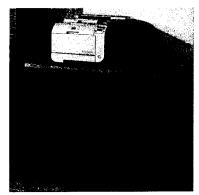
Office desks, additional file storage, and wall storage - From NBF

Item	Quantity	Amount	Shipping		
Sam's desk	1	\$1,499.00	\$241		
Layli's desk	1	\$729.00	\$119		
File storage	1	\$389.00	\$71		
Wall storage	4	\$419.00	\$276		
	Subtotal	\$4,293.00			
	Shipping	\$707.00			
	Total	\$5,000.00			

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700 South 70th Street, Milwaukee, Wi 53214 844-594-8193 | www.NBF.com



Carbon Lateral File with Laminate Top

Item#: 223494 Brand: NBF Signature Series Collection: Carbon



CLICK HERE to view available options

Product Details

Features:

- Steel construction
- Drawers: Two (file)
- Counterweight
- One lock secures all drawers
- Fully assembled
- Textured, High-Pressure Laminate/Powdercoated Steel construction

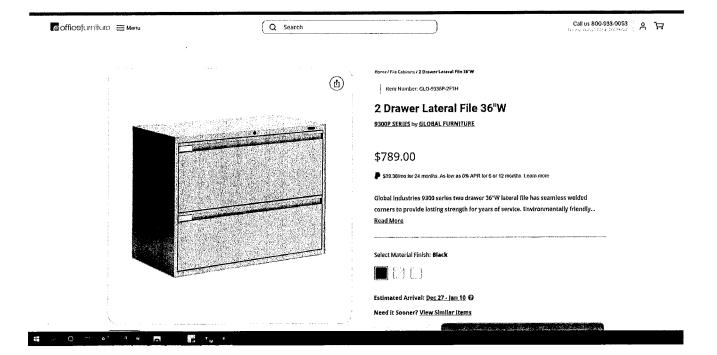
Alternate Images



Dimensions and Weight:

- Dimensions: 36"Wx18"Dx29"H
- Weight: 171.50 lbs.
- SIN#: 33721

3. 2. drawer



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700 South 70th Street, Milwaukee, Wi 53214 866-436-0631 | www.NBF.com

42"W Four Drawer Lateral File



Brand: Hirsh Industries Collection: HL10000

GSA

CLICK HERE to view available options

Product Details

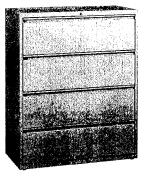
Features:

- Precision ball-bearing suspension
- Double-wall base construction
- Interlock system
- Dual lock bars
- Core-removable lock
- Hang rails included
- Four adjustable leveling guides
- Holds letter/legal size hanging files
- Fully assembled

- Dimensions and Weight:
 - Dimensions:
 - 42"Wx18.63"Dx52.5"H
 - Weight: 196.00 lbs.
 - SIN#: 33721
 - Carton Dimensions:
 - 44.5"W x 21.1"D x 54.8"H



3-4 drawer



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		\$1,199.00 \$59.65m for 24 months. As low as 0% APR for 6 or 12 months. Learn 1	1078
		Make more space on your desk by storing important files and drawer lateral file. It features optimal storage capacity, solid <u>Read More</u>	
		Select Material Finish: Putty	
		Estimated Arrival: <u>Dec 06 - Dec 20</u>	
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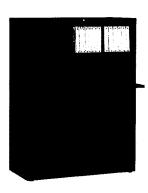
700 South 70th Street, Milwaukee, Wi 53214 866-436-0631 | www.NBF.com

42"W Five Drawer Lateral File





CLICK HERE to view available options



Product Details

Features:

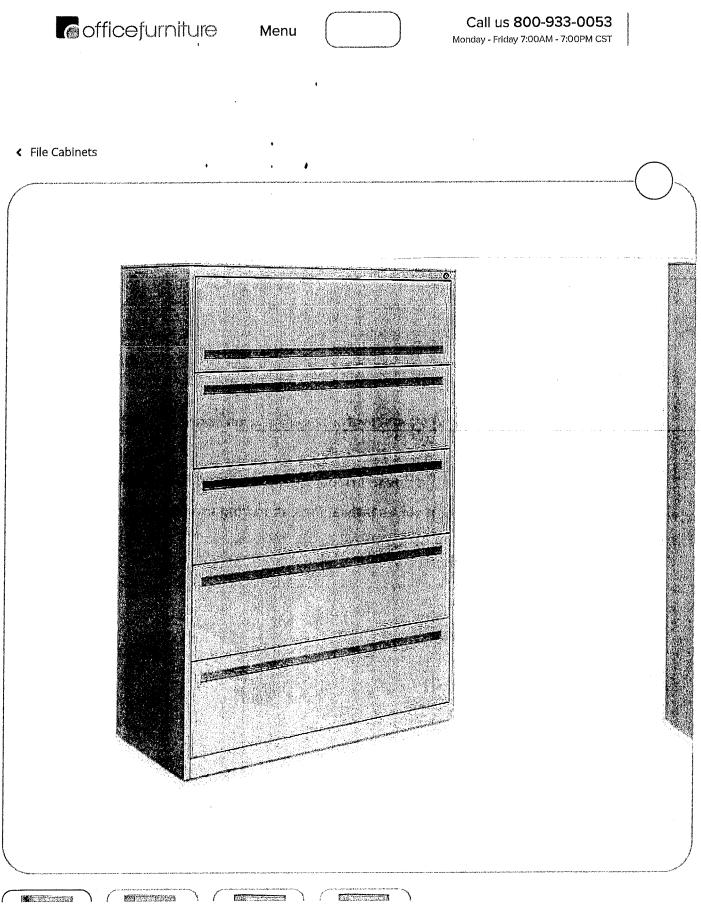
- Precision ball-bearing suspension
- Double-wall base construction
- Interlock system
- Dual lock bars
- Core-removable lock
- Hang rails included
- Four adjustable leveling guides
- Roll-out binder storage and posting shelf
- Holds letter/legal size hanging files
- Fully assembled



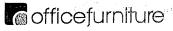
- Dimensions and Weight:Dimensions: 42"Wx18.63"Dx67.63"H
 - Weight: 230.00 lbs.
 - SIN#: 33721
 - Carton Dimensions:
 - 44.5"W x 21.1"D x 69.9"H

1-5 drawer

FREE SHIPPING on office furniture, every day



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Menu

.

Call us 800-933-0053 Monday - Friday 7:00AM - 7:00PM CST

Home / File Cabinets / Ogden 42"W Five Drawer Lateral File

No Reviews Write the First Review

Item Number: 8827772

Ogden 42"W Five Drawer Lateral File

OGDEN by NBF SIGNATURE SERIES

SHIPS TODAY

\$1,469.00

\$73.32/mo for 24 months. As low as 0% APR for 6 or 12 months. Learn more

Durable, high-capacity file storage doesn't need to look drab and cold. Create a file system that suits your space with Ogden series lateral files, featuring modern powder-coated

Read More

Select Material Finish: Dark Gray



Estimated Arrival: Nov 22 - Nov 29 🚱

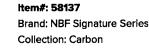
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ADD TO CART



700 South 70th Street, Milwaukee, Wi 53214 800-558-1010 | www.NBF.com

Carbon L-Shaped Desk with 3-Drawer Pedestal and Left Return



GSA

CLICK HERE to view available options

Product Details

Features:

- Textured, High-Pressure Laminate/Powder-coated Steel construction
- Left-handed return
- 2 utility drawers / 1 file drawer (lockable)
- Optional center drawer is item # 16337
- 2 grommets on desk / 1 grommet in return
- Fully-finished back
- Modesty panel at back
- Assembly required
- Optional center drawer item #16337



- **Dimensions and Weight:**
 - Dimensions: 72"Wx96"Dx29"H
 - Custom Dimensions:
 - o 30"D pedestal w/ 3 drawers: 14.7"Wx29.76"Dx19.29"H
 - Desktop 48x30: 30"Wx48"Dx1"H
 - Desktop Left 72x48: 72"Wx48"Dx1"H
 - Left Mod Panel and End Leg: 70"Wx23.7"Dx3.3"H
 - Weight: 301.90 lbs.
 - SIN#: 33721

1449.00

Samo desn prie check 11/116 1449.00





700 South 70th Street, Milwaukee, Wi 53214 800-558-1010 | www.NBF.com

At Work Left Corner Desk with User Curve - 72"W

Item#: 221898 Brand: NBF Signature Series Collection: At Work

CLICK HERE to view available options

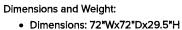


Product Details

Features:

- Laminate top over brushed nickel frame
- Three grommet holes
- Scratch and stain resistant surface
- Assembly required

Alternate Images



• Weight: 123.20 lbs.





Layeis desk 1/16\$



700 South 70th Street, Milwaukee, Wi 53214 855-799-3550 | www.NBF.com

At Work Mobile File Storage Pedestal - 26"H

Brand: NBF Signature Series Collection: At Work ltem#: 34561

CLICK HERE to view available options

Product Details

Features:

- Anti-tip mechanism
- Full-extension pedestal drawers
- Meets ANSI/BIFMA safety standards
- Pedestal drawers lock
- Ships fully assembled, simply attach wheels to bottom

Dimensions and Weight:

- Dimensions: 16.42"Wx20.44"Dx26.46"H
- Weight: 75.90 lbs.
- Carton Dimensions:
- 18.4"W x 22.9"D x 27.4"H
- - o 18.4"W x 22.9"D x 27.4"H











700 South 70th Street, Milwaukee, Wi 53214 800-558-1010 | www.NBF.com

Wall-Mounted Cabinet with Silver Doors - 36"W

Item#: 36962 Brand: NBF Signature Series Collection: Contemporary

CLICK HERE to view available options

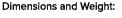


Features:

- Durable laminate finish
- 3mm PVC edging
- Two sets of doors included Silver doors, laminate doors
- Assembly required







- Dimensions: 36"Wx15"Dx17"H
- Weight: 114.00 lbs.
- SIN#:



Artisan Greeg \$ 409 (40 more)

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