



City of Wilmington
Finance, Administration & Land Acquisition Committee
January 17, 2023 at 6:30 p.m.

In Person & Via Zoom

join by video at:

<https://us02web.zoom.us/j/87312234846?pwd=ZjF1OFgxU3JUMVRmL1pqbThZS0oxQT09>

join by phone at:

1-312-626-6799

Meeting ID: 873 1223 4846 / Passcode: 293913

Location & Time

Council Chambers
1165 S Water St
Wilmington, IL 60481

6:30 p.m. 01/17/2023

Agenda

1. Call to Order
2. Review and Approve Previous Meeting Minutes
3. Public Comment
(State your full name clearly; limit 3 minutes each per Ordinance 19-06-18-01)
4. Review Accounting Reports
5. Consideration to Approve Resolution 2023-02, A Resolution Approving the First Data Omaha Account User Information Change for the City of Wilmington
6. Consideration to Approve the National Business Furniture Quote in an amount not exceeding \$26,034.99
7. Consideration to Approve the West Flooring Company, Inc. Quote in an amount not exceeding \$16,400
8. Other Pertinent Information
9. Adjournment

**Finance,
Administration &
Land Acquisition
Committee Members**

Kevin Kirwin, Co-chair
Ryan Jeffries, Co-chair
Dennis Vice
Ryan Knight
Leslie Allred
Jonathan Mietzner
Todd Holmes
Thomas Smith

Resolution No. 2023-02

**A RESOLUTION APPROVING THE FIRST DATA OMAHA
ACCOUNT USER INFORMATION CHANGE FOR THE CITY OF WILMINGTON**

WHEREAS, the City of Wilmington maintains an account with First Data Omaha in the City of Wilmington; and

WHEREAS, the City intends to designate Finance Director Nancy Gross as an authorized user on any and all accounts with First Data Omaha; and

WHEREAS, the City intends to remove previous Finance Director Matt Hoffman as an authorized user on any and all accounts with First Data Omaha; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILMINGTON, WILL COUNTY, ILLINOIS AS FOLLOWS:

The City of Wilmington hereby designates, authorizes, and directs City Administrator Jeannine Smith of the City of Wilmington, to execute and file the account authorization change of information form with First Data Omaha.

PASSED this 17th day of January 2023 with _____ members voting aye, 0 members voting nay, the Mayor voting N/A, with 0 members abstaining or passing and said vote being:

Ryan Jeffries	_____	Kevin Kirwin	_____
Ryan Knight	_____	Dennis Vice	_____
Jonathan Mietzner	_____	Leslie Allred	_____
Thomas Smith	_____	Todd Holmes	_____

Approved this 17th day of January 2023



Attest:

Ben Dietz, Mayor


Joie Ziller, Deputy City Clerk



MEMO

Date: January 13, 2023

To: Honorable Mayor Dietz and City Council Members

From: Jeannine Smith, City Administrator 

Cc: Joie Ziller, Deputy Clerk
Nancy Gross, Finance Director

Re: Motions to approve contracts for new flooring and furniture in Council Chambers, Mayor's Office and Building Department

Budget Impact: None - due to other projects not completed or coming in under budget for that line item.

Request: Motion to approve a quote for business furniture and carpeting in the Council Chambers, Building Department, and Mayor's Office

Discussion: The City Hall has been undergoing cosmetic upgrades over the course of the last 18 months. The first phase took place in the Finance and Administrative Offices and included new carpeting and furniture to replace 30-year-old furnishings.

The second phase covers new carpeting and furniture in the Council Chambers, Mayor's Office and Building Department (see attached floor plans, specs and quotes). In order to maintain continuity among the departments, Staff did not seek out additional quotes.

Suggested Motion to:

- Approve the National Business Furniture Quote in an amount not exceeding \$26,034.99
- Approve the West Flooring Company, Inc. Quote in an amount not exceeding \$16,400

Thank you in advance for your consideration of the requests before you.



NATIONAL BUSINESS FURNITURE

770 South 70th Street
Milwaukee, WI 53214
PHONE: 800-626-6060
FAX: 800-329-9349
www.NBF.com

December 23, 2022

CITY OF WILMINGTON
JOIE ZILLER
1165 S WATER ST
WILMINGTON, IL 60481
Phone: (815) 476-2175 ext. 228

Laura Gilbert
Account Executive
Commercial Interiors Division
(331) 208-8985
laurag@nbf.com

Quote QM629399 v(3)

<u>Qty</u>	<u>Description</u>	<u>Options</u>	<u>Price Each</u>	<u>Ext. Price</u>
Mayor's Office				
2	Mesh Back Guest Chair	Black Mesh/ Contourette Ocean Seat	\$271.54	\$543.08
1	Ignition Task Chair	Black Mesh Back, Optic- Sky	\$513.83	\$513.83
8	Faux Leather Conference Chair	Black Polyurethane/Chrome Steel Base/Aluminum Arm	\$296.10	\$2,368.80
1	8 Ft Conference Table	Gray	\$1,619.10	\$1,619.10
1	Executive Desk 69"W	Gray	\$1,484.10	\$1,484.10
1	Computer Credenza	Gray	\$1,259.10	<u>\$1,259.10</u>
			Subtotal	\$7,788.01
Building Department				
2	Ignition Task Chair	Black Mesh Back, Optic- Sky	\$513.83	\$1,027.66
2	Mesh Back Guest Chair	Black Mesh/ Contourette Ocean Seat	\$271.54	\$543.08
2	Mesh Back Guest Chair	Black Mesh/ Contourette Ocean Seat	\$271.54	\$543.08
2	71X36 Desk Shell	Artisan Grey Laminate	\$305.41	\$610.82
2	71X24 Credenza Shell	Artisan Grey Laminate	\$269.34	\$538.68
2	71" Tackboard	Black	\$90.18	\$180.36
4	Tasklight	Silver	\$116.63	\$466.52
2	Box/Box/File Pedestal	Artisan Grey Laminate	\$309.62	\$619.24
2	2 Drawer Lateral File	Artisan Grey Laminate	\$571.74	\$1,143.48
2	48X24 Ht Adj Table Base	Silver	\$535.67	\$1,071.34
2	48X24 Rect Table Top	Artisan Grey	\$91.38	\$182.76
1	96" X 44" Rect Conf Table	Artisan Grey	\$738.72	\$738.72

4	36" Wall Mounted Overhead	Artisan Grey	\$235.44	\$941.76
8	Faux Leather Conference Chair	Black Polyurethane/Chrome Steel Base/Aluminum Arm	\$296.10	<u>\$2,368.80</u>
			Subtotal	\$10,976.30
			Subtotal	\$18,764.31
		Design Services / Project Management		\$0.00
		Installation		\$3,983.35
		Delivery		\$3,287.33
		Sales Tax		Exempt
		Project Total		\$26,034.99

*Changes in quantity may result in price change

*All products have a Lifetime warranty

YOUR ORDER IS MADE-TO-ORDER AND NON-RETURNABLE.

DELIVERY LEVEL - INSIDE DELIVERY, INSTALLATION AND DEBRIS REMOVAL

IMAGINE
the possibilities.





We'll be there — every step of the way.

Dedicated Team

Each NBF consultant is supported by a team of specialists who design and provide customer service to ensure your project is executed properly every step of the way; from initial planning to final installation.

Vast Product Selection

Select from over 150 vendors. We carry top-quality manufacturers such as Global, National, Trendway and HON. Plus our exclusive NBF Signature Series line provides exceptional quality at an amazing value.

Thousands of Products Ship Today!

Need furniture fast? We have thousands of products on-hand that ship same-day from one of our three distribution centers.

On-Site Measurement Assistance

From one small office to an entire office park, we'll make sure every square-inch of your facility is being used properly.

Budget-Planning

We can create beautiful offices to fit any budget. We'll work with you to ensure you are getting the most for your money. Plus, our national buying power assures us some of the best pricing in the industry. We happily pass those savings along to you.

Lifetime Guarantee

We want to make sure you are satisfied with your purchase. With our Lifetime Guarantee, you can rest easy knowing we'll take care of you.

Free Space-Planning

Working with your specific office dimensions and requirements, we'll create 3-D and bird's-eye layouts so you can "walk through" workspaces designed especially for you.

Nationwide Installation

We offer installation anywhere in the U.S. — even multiple locations and remote regions.

Samples and Swatches

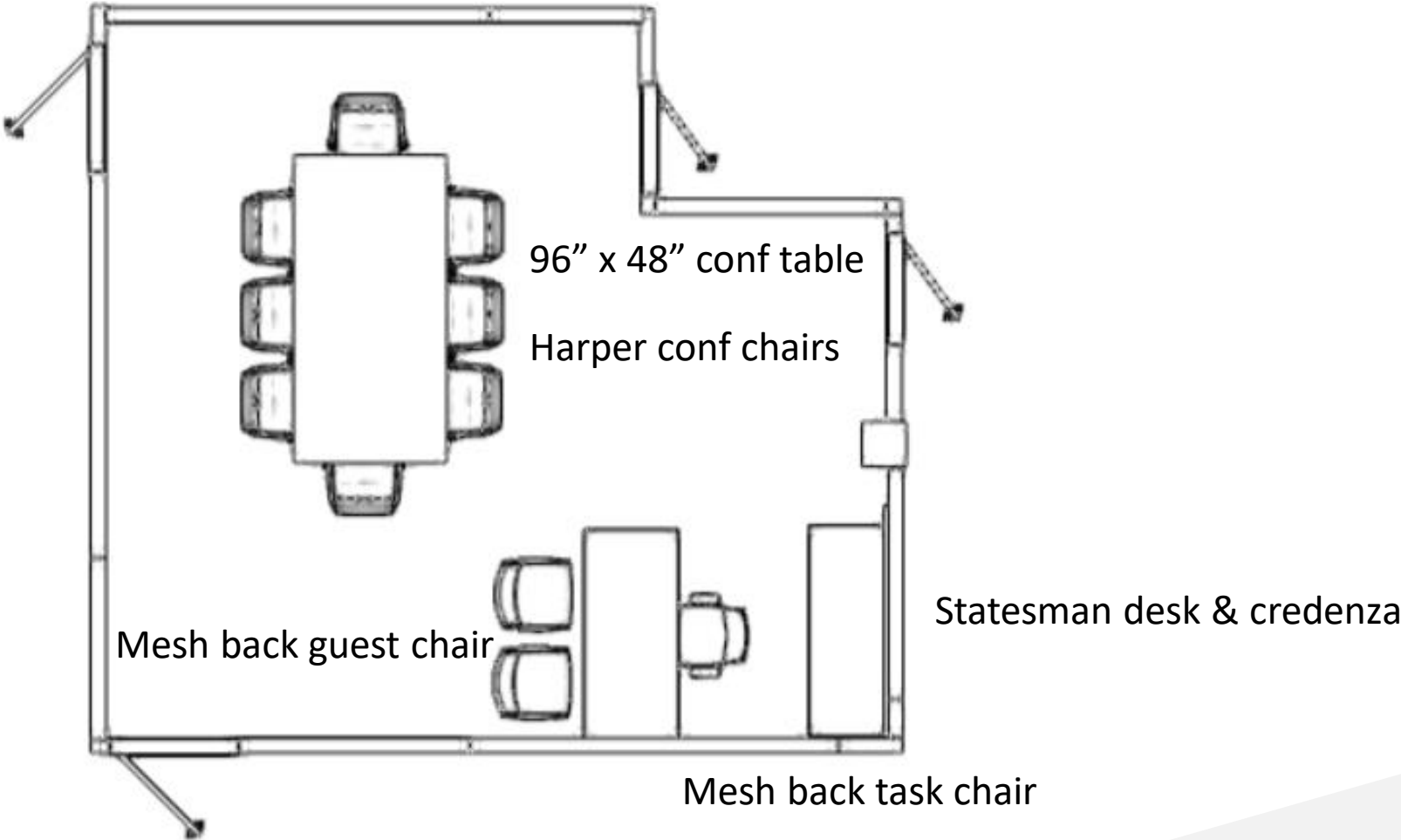
Not sure about which chair provides the best fit? We'll bring you samples so you can "test drive" before you buy. Need help selecting the right color scheme? We'll walk you through color swatches and suggest options that will make your space look amazing.

Sustainability Standards

We recognize the importance of incorporating sustainable materials into your office environment. NBF has access to Level Certified furniture to help your organization meet various environmental standards.



Mayor's Office



Mayor's Office



Statesman Collection Casegoods Mayor's Office



Statesman Collection Conference Table



Contemporary Collection Casegoods Building Department



Contemporary Collection Casegoods Building Department



Contemporary Collection Conference Table Building Department



Mesh Back Task Chair with Fabric Upholstery



This chair goes anywhere - from the executive office to the conference room, and all of the workspaces in between, with upholstery choices to suit any décor. Breathable mesh back provides added support for all-day seating comfort. Synchro-tilt and adjustable T-arms provide a custom fit. Five-star base with casters allow for easy mobility. Chair is warranted for users up to 300 lbs

This product has been Level certified. Level certified means the product, production processes, and the manufacturer have met sustainability standards through a multi-attribute scorecard. The scorecard takes into account materials, energy and atmosphere, human and ecosystem health, and social responsibility.

Assembly required; no tools necessary. Made to order - not returnable.

Features:

- 7 chair adjustments: seat height, seat depth, back height, arm height, arm width, tilt tension and Synchro-Tilt
- 2-1/2" thick seat is upholstered in 100% polyester with Nano-Tex® stain resistance
- Supports up to 300 lbs.
- Assembly required; no tools necessary

Dimensions and Weight:

- Dimensions: 28"Wx43"Dx49"H
- Seat Dimensions: 20"Wx16.25-18.25"Dx18-22"H
- Back Dimensions: 19.5"Wx26.25"H
- Weight: 52.00 lbs.

Quoted in black to match existing. Other fabrics/finishes are available.



Mesh Back Guest Chair



Conference Chairs Harper



Features:

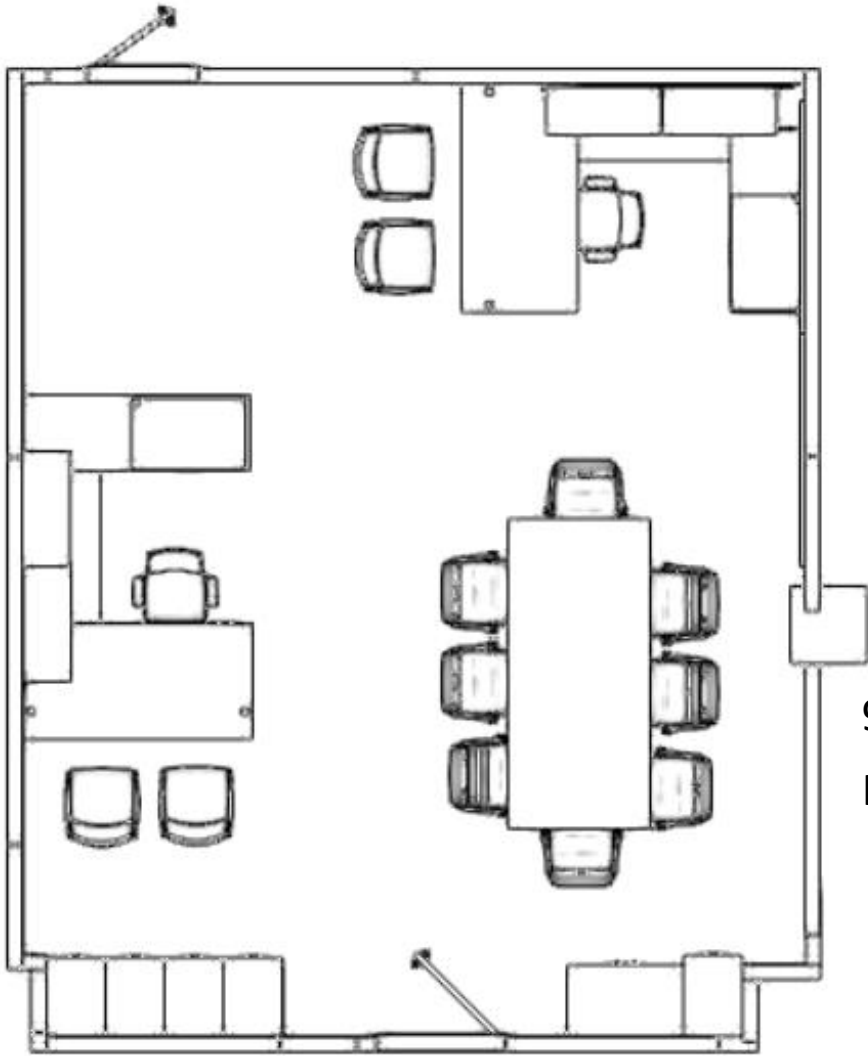
- Faux leather upholstery on most colors; bonded leather on Saddle Brown
- Chrome plated aluminum arms and steel base
- Knee tilt mechanism; tilt lock
- Greenguard certified
- Assembly required

Dimensions and Weight:

- Dimensions: 24.5"Wx25.5"Dx39.5-42.5"H
- Seat Dimensions: 21"Wx18.5"Dx20-23"H
- Back Dimensions: 20.875"Wx21.25"H
- Arm Dimensions: 26.25-29.25"H
- Weight: 45.50 lbs.



Building Department Office



Contemporary desk, credenza, adjustable bridge and wall mounted overheads with tackboard and tasklights

Contemporary desk, credenza, adjustable bridge and wall mounted overheads with tackboard and tasklights

96" x 44" conf table
Harper conf chairs

Existing file cabinets



Building Department Office



Building Department Office



Contemporary Collection Casegoods Building Department



Contemporary Collection Casegoods Building Department



Contemporary Collection Conference Table Building Department



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- 2-1/2" thick seat is upholstered in 100% polyester with Nano-Tex® stain resistance
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Optic - Sky Fabric (Attire – Blue Lagoon has been discontinued.)



Mesh Back Guest Chair



Contourette – Ocean vinyl



Conference Chairs Harper



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