



Town of Vienna

Charles A. Robinson Jr.
Town Hall
127 Center Street South
Vienna VA, 22180

Legislation Text

File #: 18-1034, **Version:** 1

Subject:

Replace Reception Desk, Human Resources Staff Furniture and Lobby Kiosk

EXPLANATION AND SUMMARY :

The 2018 Bond fund has \$75,000 allocated to Town Hall improvements based on an informal quote from Interiors by Guernsey for \$45,000 to replace conference room furniture and \$30,000 to replace the reception desk, which is over 20 years old and in a state of disrepair with non-closing drawers and inadequate work space.

Working with Interiors by Guernsey under various Fairfax County contracts we were able to replace the conference room furniture for under \$18,000, and get a quote for the reception desk for under \$18,000. We also need to replace the broken kiosk in the front lobby that is used for job applicants. For a small cost we could also create a workspace next to the kiosk that various departments could use to help customers from one spot (example: Planning and Zoning and Business License) at a cost total of \$1,358.

Also, due to the cost savings from the original estimate, there were funds available to replace the Human Resources office furniture. This would allow staff to have a more efficient work space that allows for confidential discussions, instead of the current office furniture which is too big and inefficient for the space, and cannot be configured any other way.

Interiors by Guernsey broke the project down between five vendors who will handle various parts of the project. Trendway, for the reception desk, human resources office furniture and lobby kiosk is over \$20,000, and therefore requires Council approval.

We request approval of \$23,788.20 to replace the reception desk, lobby kiosk and human resources furniture riding Fairfax County's contract with Trendway, contract #4400006266 funded by the 2018 Bond Fund.

Departmental Recommendation : Recommend approval.

Finance Recommendation : Recommend approval.

Purchasing Recommendation : Recommend approval

Town Attorney Recommendation : The Town may ride the Fairfax County contract for the proposed purchase of office furniture and the Town Council may authorize the expenditure of funds in its discretion.

Town Manager's Recommendation : I recommend the Town Council approve \$23,788.20 for Town Hall furniture replacement with Trendway riding a Fairfax County contract, as presented.

Cost and Financing: \$23,788.20

Account Number: 300-000-0000-39425-48101

Project #: 118THAL019

Decision Needed by This date: October 15, 2018

PROPOSED/SUGGESTED MOTION

"I move to approve \$23,788.20 for Town Hall furniture replacement with Trendway riding Fairfax County contract number 4400006226 from the account and project number listed above."

Or

Other action deemed necessary by Council.