F14

CITY ADMINISTRATOR'S OFFICE MEMO
cityadmin@hiawatha-iowa.com
319-393-1515 ext.523

To: Mayor and City Council

From: City Administrator, Kim Downs

Date: May 12, 2016

RE: Library work space

We are all very familiar with the workspace in the library. As you walk through the facility workspace you see a hodgepodge of desks, some oversized for the area. Each work space is shared with little to no storage or a working counter within their designated staffing area. In having the opportunity to observe their activity at different times of the day, I see an area that promotes production and organization.

Studies show work areas we occupy shape who we are and how we behave. Employees need an organized space to perform their jobs efficiently. Areas of overcrowding, disorganization and lack of personal space to complete projects, can lead to serious consequences for our psychological well-being and creative performance. Given that many of us spend years working in the same room, or even at the same desk, it makes sense to organize and optimize that space in the most beneficial ways possible.

I would ask council to invest in new workspace areas for both the main staff office and that of the children's office area. We worked with Storey Kenworthy located in Hiawatha to help us better understand the space and the work flow of the employees to determine the best utilization of the space. Storey Kenworthy's recommendation for the main staffing area will have a full counter top work space lay out running from one end to another with personal cabinets and storage space and shelving so materials can be organized and put a way. The counter top work space will also allow for book carts to be placed under the counter to be stored away or pushed in when individuals are pulled away from cataloging/inventorying to complete other daily task. This design allows for better utilization of the working space fitting the needs of the staff. The children's area work space design is a traditional setting providing separation from the open area. The design allows for 30% more storage space and organization for files, materials, and work product.

Storey Kenworthy of Hiawatha is a licensed State of Iowa vendor who can provide the lowest bid for office furniture, interior design services, and installation of office furniture in the amount of $12,634.18. The additional benefit to this furniture design is that it can be utilized within the remodeling and/or future expansion of the library. I would ask for an additional $500

for electrical work to eliminate extensions cords and additional outlets for the new workspace layout.

Jeaneal and I kindly ask for your approval of the much needed redesign of the library staff workspace in an amount to not exceed $13,200. The funding source for this project would come from available LOSST funds.

STOREY KENWORTHY

Office interiors and products

1333 OHIO STREET
DES MOINES, IOWA 50314
PHONE: 515-288-3243
FURNITURE FAX: 515-883-3098

Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
46168	04/26/16		CITYHI	Lisa Hart	

QUOTE TO:

City of Hiawatha
Accounts Payable
101 Emmons Street
Hiawatha City Hall
Hiawatha, IA 52233

P: 319.393.1515

SHIP TO:

City of Hiawatha
Kim Downs/Jeaneal Weeks
150 W Willman St
Hiawatha City Hall
Hiawatha, IA 52233

P: 319.393.1414

Terms: Net 10 EOM

Sales Loc.: Hiawatha

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		Invoice will include any vendor surcharges in effect at the time of order.		
1	5	ALKF23C ALLSTEEL CORE REMOVE LOCK KIT Lock Numbers for LKF24/LKF23C .X222E Key Number 222E	5.04	25.20
2	2	EPF23018DA ALLSTEEL Ess Personal File Ctr w/Shelf w/Drs non-locking Arch Pnt Grd Opts $(CORE) Core Clr Opts .P02 CLR: Flint Arch Pull Clr opt .EL PULL: Matte Silver	245.00	490.00
3	2	PM187-203A ALLSTEEL Ess Mobile Ped BBF 28H 19-7/8D Arch Pull PM187-203A Pnt Grd Opts $(CORE) Core Clr Opts .P02 CLR: Flint Arch Pull Clr opt .EL PULL: Matte Silver Lock/omt opts .OMT omt Core to Ord key Alike	177.52	355.04
4	1	PM188-202A ALLSTEEL Ess Mobile Ped FF 28H 19-7/8D Arch Pull	177.52	177.52

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		PM188-202A Pnt Grd Opts $(CORE) Core Clr Opts .P02 CLR: Flint Arch Pull Clr opt .EL PULL: Matte Silver Lock/omt opts .OMT omt Core to Ord key Alike		
5	1	831124 ALLSTEEL Flat Bracket 24D	12.60	12.60
6	3	CDL29 ALLSTEEL Corner Desk Leg 29-1/2H Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	36.96	110.88
7	1	CEP1129F ALLSTEEL Freestanding 11DX29-1/2H End Pnl Sup Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	42.84	42.84
8	3	CEP2429F ALLSTEEL Freestanding 24DX29-1/2H End Pnl Sup Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	46.20	138.60
9	2	CS364 ALLSTEEL Half Hgt 14Hx36W Mod Pnl Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	41.16	82.32
10	1	CS369 ALLSTEEL Full-Hgt 29-1/2Hx36W Mod Pnl Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	43.96	43.96
11	1	CS484 ALLSTEEL Half Hgt 14Hx48W Mod Pnl Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	43.68	43.68
12	1	CS604 ALLSTEEL	45.64	45.64

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		Half Hgt 14Hx60W Mod Pnl Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint		
13	1	CS609 ALLSTEEL Full-Hgt 29-1/2Hx60W Mod Pnl Pnt Grd Opts $(SELECT) 'Select' Clr Opts .P347506 CLR: P7H Ocean	52.08	52.08
14	1	CS609 ALLSTEEL Full-Hgt 29-1/2Hx60W Mod Pnl Pnt Grd Opts $(SELECT) 'Select' Clr Opts .P347506 CLR: P7H Ocean	52.08	52.08
15	1	CSL2429F ALLSTEEL Freestanding 24Dx29-1/2H Sup Leg Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	40.04	40.04
16	1	CSL2429F ALLSTEEL Freestanding 24Dx29-1/2H Sup Leg Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	40.04	40.04
17	3	83122ERM ALLSTEEL Corner Cove 60x36-24L/24R Extd RH Flat w/Grom Laminate Grd Opt $(L1FSCPT) L1 FSC Pattern Lam Opts .FSCLT5D Misted Zephyr-FSCdisc1/3/15 Flat Edg Opt .E9 Edg: Flint Grommet Type Option .P Plastic Grommet	155.96	467.88
18	1	832448M ALLSTEEL Primary 24Dx48W Flat Eg Lam w/Grommets Laminate Grd Opt $(L1FSCPT) L1 FSC Pattern Lam Opts .FSCLT5D Misted Zephyr-FSCdisc1/3/15 Flat Edg Opt	98.00	98.00

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		.E9 Edg: Flint Grommet Type Option .P Plastic Grommet		
19	1	832460M ALLSTEEL Primary 24Dx60W Flat Eg Lam w/Grommets Laminate Grd Opt $(L1FSCPT) L1 FSC Pattern Lam Opts .FSCLT5D Misted Zephyr-FSCdisc1/3/15 Flat Edg Opt .E9 Edg: Flint Grommet Type Option .P Plastic Grommet	120.12	120.12
20	1	UH6536FDA ALLSTEEL Universal 36"W Hutch Square Flipper Door Arch Pull Paint Options $(CORE) Core Paint Option .P02 CLR: Flint Lock/omt opts .OMT omt Core to Ord key Alike	181.72	181.72
21	1	UH6548FDA ALLSTEEL Universal 48"W Hutch Square Flipper Door Arch Pull Paint Options $(CORE) Core Paint Option .P02 CLR: Flint Lock/omt opts .OMT omt Core to Ord key Alike	195.72	195.72
22	1	UH6560FDA ALLSTEEL Universal 60"W Hutch Square Flipper Door Arch Pull Paint Options $(CORE) Core Paint Option .P02 CLR: Flint Lock Type opt w/ 2 Locks .STD Standard Random key	290.08	290.08
23	1	UHTB36 ALLSTEEL Universal 36 Tackboard for Universal 36W Hutch Paint Options $(CORE) Core Paint Option .P02 CLR: Flint	80.08	80.08

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		Select Fabric $(A) GRD A Fabric .GN Element (formerly Gemini)-dir 965 CLR: Flint		
24	1	UHTB36 ALLSTEEL Universal 36 Tackboard for Universal 36W Hutch Paint Options $(CORE) Core Paint Option .P02 CLR: Flint Select Fabric $(A) GRD A Fabric .GN Element (formerly Gemini)-dir 965 CLR: Flint	80.08	80.08
25	1	UHTB48 ALLSTEEL Universal 48 Tackboard for Universal 48W Hutch Paint Options $(CORE) Core Paint Option .P02 CLR: Flint Select Fabric $(A) GRD A Fabric .GN Element (formerly Gemini)-dir 965 CLR: Flint	91.84	91.84
26	1	UHTB60 ALLSTEEL Universal 60 Tackboard for Universal 60W Hutch Paint Options $(CORE) Core Paint Option .P02 CLR: Flint Select Fabric $(A) GRD A Fabric .GN Element (formerly Gemini)-dir 965 CLR: Flint	102.48	102.48
27	2	HLVPM1 HON INDUST Vertical Paper Manager 14-7/8Wx10-7/8Dx19 11/16H Laminate Selection .S LAM: Charcoal	118.85	237.70
28	1	CPU01 ESI ERGONO CPU Holder w/ Nylon Security Bands	79.50	79.50
29	1	EDGE-SLV ESI ERGONO	170.50	170.50

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30	2	Single monitor arm. For monitors between 6.5 - 17.6 lbs. Inc 5622TB1.A92 SIT ON IT Focus, Midback, Mesh Back, Swivel Tilt Cntrl, A92 Adjustable MC1 Black Mesh FABRIC Fabric Grade Selections FG2 Fabric Grade 2 POP Pop Standard Color Selection OCEAN Pop Ocean ~ No Selection Z2 Silver Back Support ~ Std Black Base C15 55mm Caster, Std S0 Standard Cylinder ~ No Adjustable Lumbar Support ~ Std Packaging	270.50	541.00

QUOTATION TOTALS

Sub Total	4,489.22
STOREY KEN Installation	500.00
Grand Total	4,989.22

*******End of Quotation*******

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TERMS AND CONDITIONS OF SALE

1. ORDERS: It is understood and agreed that an order cannot be cancelled except by mutual consent, subject to Vendor's approval. If a percentage cancellation charge is made by Vendor, the percentage will be applied to the contract cost of the items cancelled and will be invoiced to the Customer/Purchaser. If Vendor is unable to accommodate the request for cancellation, the sale will be final.
2. PRICE: All prices quoted are firm for 30 days from the date of this proposal.
3. TAX: Proposals and orders are subject to applicable sales tax.
4. TERMS: Net 10 days.
5. DELIVERY: In the event that delivery/installation is provided as part of the sale, the following provisions shall apply:
   A. Job Site: The job site shall be clear and free of debris prior to installation. Site preparation performed by Storey Kenworthy employees, including but not limited to, clearing debris or moving of Purchaser's furniture, shall be charged to the Purchaser at Storey Kenworthy's normal hourly rate.
   B. Job Site Services: Electric current, heat, hoisting and or elevator service will be furnished without charge to Storey Kenworthy. Adequate facilities for offloading, staging, moving, and handling of goods shall be provided by Purchaser.
   C. Delivery Hours: The purchase price is based on the installation being made during the normal eight-hour, five-day work week, Monday through Friday. If delivery/installation is required at a time other than these, it will be done at overtime rate and Purchaser shall reimburse Storey Kenworthy the amount by which such overtime rates exceed normal rates. Reimbursement overtime rates charged to Purchaser shall include FICA and State and Federal unemployment compensation payments, as well as employee's hourly rate.
   D. Risk of Loss: Upon delivery of goods by Storey Kenworthy to Purchaser, all risk of loss or damage shall pass to Purchaser, including, but not limited to any loss or damage by weather, other trades such as painting, plastering, wall covering, drapes, curtains, window coverings, blinds and window treatments; telephone installation, fire or other elements; and Purchaser agrees to hold harmless Storey Kenworthy from loss for such reasons.
6. DELIVERY DELAYS:
   A. If premises of Purchaser are not ready for installation delivery, the Purchaser agrees to pay for ninety percent (90%) of the value of the delivered goods in storage and ready for installation delivery, within 10 days of receipt of goods by Storey Kenworthy.
   B. STORAGE: if premises are not ready for installation/delivery within 30 days after receipt of goods by Storey Kenworthy, the Purchaser agrees to pay a monthly storage and handling fee to Storey Kenworthy.
7. SHIPMENTS: Storey Kenworthy continually expedites orders and will attempt to obtain the commitment of the manufacturer to meet the delivery schedule requirements, but can be held in no way responsible for delayed deliveries. Orders once entered cannot be cancelled due to delayed delivery unless manufacturers will accept cancellation from Storey Kenworthy.
8. DEPOSITS: A 50% deposit is required with the order. All deposits on goods purchased shall be retained by Storey Kenworthy until shipment, delivery and installation of entire order are complete. Deposit amounts will be deducted from the final invoice. No proration of deposit will be made on partial delivery or installation.
9. ACCEPTANCE: All goods shall be considered accepted after the Purchaser or his agent has signed the delivery copy of the "delivery receipt". All claims or exceptions must be made in writing on this copy.
10. LIMITED LIABILITY: the goods and services incidental to their sale described in this proposal are sold subject only to such warranties as are made by manufacturers of the goods. Storey Kenworthy will cooperate with Purchaser in obtaining adjustments from manufacturers for a breach of any such manufacturer's warranty. However, Storey Kenworthy neither guarantees nor warrants that the manufacturer will comply with the terms of its warranty; and Storey Kenworthy does not adopt, guarantee or warranty that the manufacturer will comply with its obligations. Storey Kenworthy shall not be liable for defects in, or loss to the goods sold, or caused by the goods sold. STOREY KENWORTHY HEREBY DISCLAIMS ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND STOREY KENWORTHY SHALL NOT BE LIABLE FOR ANY ACTUAL, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES TO PURCASER OR TO ANY THIRD PARTY AS A CONSEQUENCE OF THE ALLEGED BREACH OF ANY SUCH WARRANTY. Purchaser agrees to indemnify and hold harmless Storey Kenworthy and its agents and employees of and from any claims for damage of loss due to damage or injury caused by the goods after delivery to Purchaser.
11. LIEN AND SECURITY INTEREST: Storey Kenworthy shall have and retain a lien on and security interests in all goods until all goods described in this purchase order have been paid for in full. Upon nonpayment, Storey Kenworthy shall have the right, as its election, to recover possession of such goods; and in the event, Purchaser authorizes Storey Kenworthy to promptly enter upon its premises and to repossess and remove such goods at the expense of the Purchaser.
12. COSTS AND ATTORNEY FEES: In the event the Purchaser should fail to comply with any of the terms, conditions, or provisions hereof, and should it become necessary for Storey Kenworthy to incur costs or engage the services of others, Purchaser agrees to pay all costs and expenses incurred by Storey Kenworthy, including costs and reasonable attorneys' fees, whether out of court, at trial or appellate levels, or in bankruptcy/insolvency proceedings, or otherwise.
13. TRADE/MANUFACTURE STANDARDS: The good shall be subject to reasonable variation from standard in color, quality, finish and variations allowed by the trade customs of the industry.
14. LACK OF CONTROL: Storey Kenworthy shall not be liable for any damages arising out of failure, delay or interruption in the performance of this proposal order caused by strike, flood, wind, war, civil disturbance, fire, act of God, shortage of labor or materials, or any other matter beyond its direct and sole control.
15. ADDITIONAL TERMS: Purchaser hereby authorizes Storey Kenworthy to inquire into and make investigation of the credit and credit history of the Customer and its principals in connection with any orders of the Customer. Purchaser acknowledges that this proposal order and performance hereunder, shall be deemed severable. Purchaser shall be liable for any part of the goods described in the proposal order and any invoice submitted hereunder. Purchaser shall pay the monies due hereunder and all invoices submitted hereunder in accordance with their terms, and shall not be entitled to any set-off or to withhold any payment or portion thereof. All invoices not paid in accordance with the terms hereof shall accrue interest at the rate of 1.5 per month (18% per annum). All payments on past due invoices shall be first applied to accrued interest and then to open invoice amounts.
16. Storey Kenworthy reserves the right to charge a credit card fee if that payment method is chosen. This fee will be added to the total of the transaction and will be equal to the cost of processing the selected credit card.

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101 Emmons Street
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Hiawatha, IA 52233

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P: 1.319.393.1414

Terms: Net 10 EOM

Sales Loc.: Hiawatha

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		Invoice will include any vendor surcharges in effect at the time of order.		
1	7	ALKF23C ALLSTEEL CORE REMOVE LOCK KIT Lock Numbers for LKF24/LKF23C .X200E Key Number 200E Tag For: Offices	5.04	35.28
2	1	LKFE5SLV ALLSTEEL Lock Core Kit, Silver - 5 Cores, 2 Keys Lock Core Pack Opts $(KEYNUM) Key Number .X102 Key Number 102 Specify Quantity Needed .1 Quantity: 1 Tag For: Offices	25.20	25.20
3	1	TWTH ALLSTEEL Horizontal Wall Track Tag For: Offices	20.72	20.72
4	1	CPU01 ESI ERGONO CPU Holder w/ Nylon Security Bands Tag For: Offices	79.50	79.50
5	1	CS604 ALLSTEEL Half Hgt 14Hx60W Mod Pnl	45.64	45.64

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint		
	Tag For:	Offices		
6	1	HLVPM1 HON INDUST Vertical Paper Manager 14-7/8Wx10-7/8Dx19 11/16H Laminate Selection .S LAM: Charcoal	118.85	118.85
	Tag For:	Offices		
7	1	EBC72 ALLSTEEL Ess Bookcase 34-1/2Wx12-5/8Dx71H 5-Shelf Pnt Grd Opts $(CORE) Core Clr Opts .P28 CLR: Fossil	232.12	232.12
	Tag For:	Offices		
8	2	CDL29 ALLSTEEL Corner Desk Leg 29-1/2H Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	36.96	73.92
	Tag For:	Offices		
9	2	CEP2429F ALLSTEEL Freestanding 24DX29-1/2H End Pnl Sup Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	46.20	92.40
	Tag For:	Offices		
10	2	CEP3029F ALLSTEEL Freestanding 30DX29-1/2H End Pnl Sup Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	50.96	101.92
	Tag For:	Offices		
11	2	CS424 ALLSTEEL Half Hgt 14Hx42W Mod Pnl Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	42.28	84.56
	Tag For:	Offices		

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
12	4	CSL3029F ALLSTEEL Freestanding 30Dx29-1/2H Sup Leg Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint Tag For: Offices	44.52	178.08
13	1	CS364 ALLSTEEL Half Hgt 14Hx36W Mod Pnl Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint Tag For: Offices	41.16	41.16
14	1	CS364 ALLSTEEL Half Hgt 14Hx36W Mod Pnl Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint Tag For: Offices	41.16	41.16
15	1	CS604 ALLSTEEL Half Hgt 14Hx60W Mod Pnl Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint Tag For: Offices	45.64	45.64
16	1	CS724 ALLSTEEL Half Hgt 14Hx72W Mod Pnl Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint Tag For: Offices	47.04	47.04
17	2	Z53084SDNP ALLSTEEL Desking W/S 30Dx84W Flat Eg Lam w/o Grom Laminate Grd Opts $(L1FSCPT) L1 FSC Pattern Lam Opts .FSCLT5E Twilight MshFSC disc1/3/15 Edg Clr opts .E9 Edg: Flint Tag For: Offices	227.64	455.28
18	1	CSDC19 ALLSTEEL	43.12	43.12

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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		Center Drawer 19Wx14-3/4Dx3H w/Lock Metal CSDC19 Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint Lock/omt opts .OMT omt Core to Ord key Alike		
	Tag For:	Offices		
19	1	EDGE-WALL-SLV ESI ERGONO Single wall-mounted EDGE monitor arm	170.50	170.50
	Tag For:	Offices		
20	1	ELF830NA ALLSTEEL Ess Lat 30W 28H 2-12" Drws Arch Pull ELF830NA Pnt Grd Opts $(CORE) Core Clr Opts .P02 CLR: Flint Arch Pull Clr opt .EL PULL: Matte Silver Lock/omt opts .OMT omt Core to Ord key Alike	220.64	220.64
	Tag For:	Offices		
21	1	ESC536A ALLSTEEL Essentials 64-1/4Hx36W StorageCabinet Arch Pnt Grd Opts $(CORE) Core Clr Opts .P28 CLR: Fossil Arch Pull Clr opt .EL PULL: Matte Silver Lock/omt opts .OMT omt Core to Ord key Alike	334.32	334.32
	Tag For:	Offices		
22	5	PM187-203A ALLSTEEL Ess Mobile Ped BBF 28H 19-7/8D Arch Pull PM187-203A Pnt Grd Opts $(CORE) Core Clr Opts .P02 CLR: Flint Arch Pull Clr opt .EL PULL: Matte Silver Lock/omt opts .OMT omt Core to Ord key Alike	177.52	887.60
	Tag For:	Offices		

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23	1	83132ERM ALLSTEEL Corner Cove 60x36-30L/24R Extd RH Flat w/Grom Laminate Grd Opt $(L1FSCPT) L1 FSC Pattern Lam Opts .FSCLT5E Twilight MshFSC disc1/3/15 Flat Edg Opt .E9 Edg: Flint Grommet Type Option .P Plastic Grommet Tag For: Offices	161.84	161.84
24	1	83232ELM ALLSTEEL Corner Cove 72x36-24L/30R Extd LH Flat w/Grom Laminate Grd Opt $(L1FSCPT) L1 FSC Pattern Lam Opts .FSCLT5E Twilight MshFSC disc1/3/15 Flat Edg Opt .E9 Edg: Flint Grommet Type Option .P Plastic Grommet Tag For: Offices	179.48	179.48
25	1	833060M ALLSTEEL Primary 30Dx60W Flat Eg Lam w/Grommets Laminate Grd Opt $(L1FSCPT) L1 FSC Pattern Lam Opts .FSCLT5E Twilight MshFSC disc1/3/15 Flat Edg Opt .E9 Edg: Flint Grommet Type Option .P Plastic Grommet Tag For: Offices	131.32	131.32
26	1	UH6560FDA ALLSTEEL Universal 60"W Hutch Square Flipper Door Arch Pull Paint Options $(CORE) Core Paint Option .P02 CLR: Flint Lock Type opt w/ 2 Locks .OMT omt 2 Cores To Ord key Alike Tag For: Offices	280.00	280.00
27	1	OH1560FDA ALLSTEEL	245.84	245.84

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY_____ TITLE_____ DATE_____

STOREY KENWORTHY
Office interiors and products

1333 OHIO STREET
DES MOINES, IOWA 50314
PHONE: 515-288-3243
FURNITURE FAX: 515-883-3098

Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
46167	05/06/16		CITYHI	Lisa Hart	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		15H x60W Flipper Door Overhead-Arch Pull System Selection .YZ Sys:Stride-DNA-Optimize Pnt Grd Opts $(CORE) Core Clr Opts .P02 CLR: Flint Arch Pull Clr opt .EL PULL: Matte Silver Lock Type opt w/ 2 Locks .OMT omt 2 Cores To Ord key Alike		
	Tag For:	Offices		
28	1	UHTB60 ALLSTEEL Universal 60 Tackboard for Universal 60W Hutch Paint Options $(CORE) Core Paint Option .P02 CLR: Flint Select Fabric $(A) GRD A Fabric .GN Element (formerly Gemini)-dir 965 CLR: Flint	102.48	102.48
	Tag For:	Offices		
29	5	5622TB1.A92 SIT ON IT Focus, Midback, Mesh Back, Swivel Tilt Cntrl, A92 Adjustable MC1 Black Mesh FABRIC Fabric Grade Selections FG2 Fabric Grade 2 POP Pop Standard Color Selection SMOKEY Pop Smokey ~ No Selection Z2 Silver Back Support ~ Std Black Base C15 55mm Caster, Std S0 Standard Cylinder ~ No Adjustable Lumbar Support ~ Std Packaging	270.50	1,352.50
	Tag For:	Offices		
30	2	CDG ALLSTEEL Gussets (1 Pr) Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	30.24	60.48

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Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
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Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
	Tag For:	Jeaneal's Office		
31	1	CEP1129F ALLSTEEL Freestanding 11DX29-1/2H End Pnl Sup Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	42.84	42.84
	Tag For:	Jeaneal's Office		
32	2	CEP2429F ALLSTEEL Freestanding 24DX29-1/2H End Pnl Sup Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	46.20	92.40
	Tag For:	Jeaneal's Office		
33	2	CS604 ALLSTEEL Half Hgt 14Hx60W Mod Pnl Pnt Grd Opts $(COREPNT) Core Clr Opts .P02 CLR: Flint	45.64	91.28
	Tag For:	Jeaneal's Office		
34	2	Z52460SDNP ALLSTEEL Desking W/S 24Dx60W Flat Eg Lam w/o Grom Laminate Grd Opts $(L1FSCPT) L1 FSC Pattern Lam Opts .FSCLT5E Twilight MshFSC disc1/3/15 Edg Clr opts .E9 Edg: Flint	133.28	266.56
	Tag For:	Jeaneal's Office		
35	1	ELF836NA ALLSTEEL Ess Lat 36W 28H 2-12" Drws Arch Pull ELF836NA Pnt Grd Opts $(CORE) Core Clr Opts .P02 CLR: Flint Arch Pull Clr opt .EL PULL: Matte Silver Lock/omt opts .OMT omt Core to Ord key Alike	244.44	244.44
	Tag For:	Jeaneal's Office		
36	1	HLVPM1 HON INDUST Vertical Paper Manager 14-7/8Wx10-7/8Dx19 11/16H	118.85	118.85

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Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
46167	05/06/16		CITYHI	Lisa Hart	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		Laminate Selection .S LAM: Charcoal		
	Tag For:	Jeaneal's Office		

QUOTATION TOTALS

Sub Total	6,744.96
STOREY KEN Installation	900.00
Grand Total	7,644.96

*******End of Quotation*******

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Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
46167	05/06/16		CITYHI	Lisa Hart	

TERMS AND CONDITIONS OF SALE

1. ORDERS: It is understood and agreed that an order cannot be cancelled except by mutual consent, subject to Vendor's approval. If a percentage cancellation charge is made by Vendor, the percentage will be applied to the contract cost of the items cancelled and will be invoiced to the Customer/Purchaser. If Vendor is unable to accommodate the request for cancellation, the sale will be final.
2. PRICE: All prices quoted are firm for 30 days from the date of this proposal.
3. TAX: Proposals and orders are subject to applicable sales tax.
4. TERMS: Net 10 days.
5. DELIVERY: In the event that delivery/installation is provided as part of the sale, the following provisions shall apply.
   A. Job Site: The job site shall be clear and free of debris prior to installation. Site preparation performed by Storey Kenworthy employees, including but not limited to, clearing debris or moving of Purchaser's furniture, shall be charged to the Purchaser at Storey Kenworthy's normal hourly rate.
   B. Job Site Services: Electric current, heat, hoisting and or elevator service will be furnished without charge to Storey Kenworthy. Adequate facilities for offloading, staging, moving, and handling of goods shall be provided by Purchaser.
   C. Delivery Hours: The purchase price is based on the installation being made during the normal eight-hour, five-day work week, Monday through Friday. If delivery/installation is required at a time other than these, it will be done at overtime rate and Purchaser shall reimburse Storey Kenworthy the amount by which such overtime rates exceed normal rates. Reimbursement overtime rates charged to Purchaser shall include FICA and State and Federal unemployment compensation payments, as well as employee's hourly rate.
   D. Risk of Loss: Upon delivery of goods by Storey Kenworthy to Purchaser, all risk of loss or damage shall pass to Purchaser, including, but not limited to any loss or damage by weather, other trades such as painting, plastering, wall covering, drapes, curtains, window coverings, blinds and window treatments; telephone installation, fire or other elements; and Purchaser agrees to hold harmless Storey Kenworthy from loss for such reasons.
6. DELIVERY DELAYS:
   A. If premises of Purchaser are not ready for installation delivery, the Purchaser agrees to pay for ninety percent (90%) of the value of the delivered goods in storage and ready for installation delivery, within 10 days of receipt of goods by Storey Kenworthy.
   B. STORAGE: if premises are not ready for installation/delivery within 30 days after receipt of goods by Storey Kenworthy, the Purchaser agrees to pay a monthly storage and handling fee to Storey Kenworthy.
7. SHIPMENTS: Storey Kenworthy continually expedites orders and will attempt to obtain the commitment of the manufacturer to meet the delivery schedule requirements, but can be held in no way responsible for delayed deliveries. Orders once entered cannot be cancelled due to delayed delivery unless manufacturers will accept cancellation from Storey Kenworthy.
8. DEPOSITS: A 50% deposit is required with the order. All deposits on goods purchased shall be retained by Storey Kenworthy until shipment, delivery and installation of entire order are complete. Deposit amounts will be deducted from the final invoice. No proration of deposit will be made on partial delivery or installation.
9. ACCEPTANCE: All goods shall be considered accepted after the Purchaser or his agent has signed the delivery copy of the "delivery receipt". All claims or exceptions must be made in writing on this copy.
10. LIMITED LIABILITY: the goods and services incidental to their sale described in this proposal are sold subject only to such warranties as are made by manufacturers of the goods. Storey Kenworthy will cooperate with Purchaser in obtaining adjustments from manufacturers for a breach of any such manufacturer's warranty. However, Storey Kenworthy neither guarantees nor warrants that the manufacturer will comply with the terms of its warranty; and Storey Kenworthy does not adopt, guarantee or warranty that the manufacturer will comply with its obligations. Storey Kenworthy shall not be liable for defects in, or loss to the goods sold, or caused by the goods sold. STOREY KENWORTHY HEREBY DISCLAIMS ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND STOREY KENWORTHY SHALL NOT BE LIABLE FOR ANY ACTUAL, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES TO PURCASER OR TO ANY THIRD PARTY AS A CONSEQUENCE OF THE ALLEGED BREACH OF ANY SUCH WARRANTY. Purchaser agrees to indemnify and hold harmless Storey Kenworthy and its agents and employees of and from any claims for damage of loss due to damage or injury caused by the goods after delivery to Purchaser.
11. LIEN AND SECURITY INTEREST: Storey Kenworthy shall have and retain a lien on and security interests in all goods until all goods described in this purchase order have been paid for in full. Upon nonpayment, Storey Kenworthy shall have the right, as its election, to recover possession of such goods; and in the event, Purchaser authorizes Storey Kenworthy to promptly enter upon its premises and to repossess and remove such goods at the expense of the Purchaser.
12. COSTS AND ATTORNEY FEES: In the event the Purchaser should fail to comply with any of the terms, conditions, or provisions hereof, and should it become necessary for Storey Kenworthy to incur costs or engage the services of others, Purchaser agrees to pay all costs and expenses incurred by Storey Kenworthy, including costs and reasonable attorneys' fees, whether out of court, at trial or appellate levels, or in bankruptcy/insolvency proceedings, or otherwise.
13. TRADE/MANUFACTURE STANDARDS: The good shall be subject to reasonable variation from standard in color, quality, finish and variations allowed by the trade customs of the industry.
14. LACK OF CONTROL: Storey Kenworthy shall not be liable for any damages arising out of failure, delay or interruption in the performance of this proposal/order caused by strike, flood, wind, war, civil disturbance, fire, act of God, shortage of labor or materials, or any other matter beyond its direct and sole control.
15. ADDITIONAL TERMS: Purchaser hereby authorizes Storey Kenworthy to inquire into and make investigation of the credit and credit history of the Customer and its principals in connection with any orders of the Customer. Purchaser acknowledges that this proposal order and performance hereunder, shall be deemed severable. Purchaser shall be liable for any part of the goods described in the proposal/order and any invoice submitted hereunder. Purchaser shall pay the monies due hereunder and all invoices submitted hereunder in accordance with their terms, and shall not be entitled to any set-off or to withhold any payment or portion thereof. All invoices not paid in accordance with the terms hereof shall accrue interest at the rate of 1.5 per month (18% per annum). All payments on past due invoices shall be first applied to accrued interest and then to open invoice amounts.
16. Storey Kenworthy reserves the right to charge a credit card fee if that payment method is chosen. This fee will be added to the total of the transaction and will be equal to the cost of processing the selected credit card.

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY_____ TITLE_____ DATE_____

DRAFT

RESOLUTION NO. 16-
City Council

RESOLUTION AUTHORIZING THE HIAWATHA PUBLIC LIBRARY PURCHASE AND INSTALLATION OF OFFICE FURNITURE AND INTERIOR DESIGN AND ELECTRICAL WORK

WHEREAS, The Hiawatha Public Library has the need to purchase new office furniture in order to alleviate the current space issues and provide a more efficient work area and organized interior environment to create a productive environment for employees, and

WHEREAS, after having Storey Kenworthy of Hiawatha perform a space and work flow study at the library to determine how to best utilize the office space, city staff recommends the purchase of office furniture, interior design services, and installation of office furniture in the amount not to exceed $13,200.00; cost includes $500.00 in electrical work to eliminate extension cords and installation of additional outlets for the new workspace layout, and

WHEREAS, the City Council deems it necessary to provide staff with updated office furniture to provide more space and efficiency in the work area, and authorizes the purchase of office furniture, interior design services, and installation of office furniture and electrical work in an amount not to exceed $13,200.00, and

WHEREAS, funding for the purchase and installation of interior design services, new office furniture and electrical work for the Hiawatha Public Library is available in Local Option Sales and Service Tax (LOSST) dollars, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, to authorize the purchase and installation of new office furniture, interior design services, and electrical work for the Hiawatha Public Library at a total cost not to exceed $13,200.00, with Storey Kenworthy of Hiawatha, Iowa, utilizing available funding in Local Option Sales and Service Tax (LOSST) dollars.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 18th day of May, 2016.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kari Graber, Deputy Clerk