

# Memorandum

**REPORT TO:** City Commission

**FROM:** Shane Miller, Facilities Project Coordinator  
David Arnado, Facilities Superintendent  
Jon Henderson, Assistant City Manager

**SUBJECT:** Authorize the City Manager to Sign a Third Amendment to the Cooperative Purchasing Agreement with Steelcase for Furniture and Related Services for the City Hall Renovation Project

**MEETING DATE:** January 6, 2026

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to Sign a Third Amendment to the Cooperative Purchasing Agreement with Steelcase for Furniture and Related Services for the City Hall Renovation Project

**STRATEGIC PLAN:** 4.3 Strategic Infrastructure Choices: Prioritize long-term investment and maintenance for existing and new infrastructure.

**BACKGROUND:** The City of Bozeman is renovating City Hall to improve safety, create additional office space, and increase energy efficiency. This amendment includes additional charges for several new workspaces and associated accessories for various personnel within City Administration, Finance, Human Resources, Economic Development, and Legal Departments.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** As directed by the City Commission.

**FISCAL EFFECTS:** Savings within the current fiscal year (FY26) from benefited Departments will be used to fund the increase of \$70,518.36.

Attachments:

[THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FURNITURE.pdf](#)

[THIRD AMENDMENT TO PSA FURNITURE EXHIBIT A.pdf](#)

Report compiled on: December 9, 2025