

Memorandum

REPORT TO: City Commission

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

SUBJECT: Ratify the City Manager's signature on Amendment 001 of a Professional Services Agreement with Steelcase for Bozeman City Hall Phase 2 Furniture and Moving Services.

MEETING DATE: June 3, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Ratify the City Manager's signature on Amendment 001 of a Professional Services Agreement with Steelcase for Bozeman City Hall Phase 2 Furniture and Moving Services.

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 achieve the following goals: Improved safety and security through redesign of the Finance Department front counter. Additional office space for several Departments (x13 new workspaces). Increased energy efficiency through retro commissioning efforts. More efficient use of space for records storage. This will be achieved over multiple phases in 2025. As part of the City Hall Renovation project it will require the following departments to moving into new areas; Economic Development, Human Resources, Legal, Finance, and City Administration. For this type of complex move, it will require the City to procure professional moving service to ensure a smooth transition for all City Departments. This contract amendment with Steelcase will include internal moves between Phase 1 and 2 of the City Hall Renovation Project, relocating the City Clerks to 7 Beall, decommissioning and storing legacy furniture, and disposing of furniture which has met the end of its useful life as well as several adjustments to new furniture.

UNRESOLVED ISSUES: None

ALTERNATIVES: As suggested by the City Commission.

FISCAL EFFECTS: Funds are allocated in the approved Bozeman City Hall Renovation Construction Budget. Amendment = \$17,149.32

Attachments:

PSA Amendment 001 City Hall Renovation (Steelcase aka KR
Office Interiors - Phase II).pdf

Report compiled on: May 27, 2025