

Memorandum

REPORT TO: City Commission

FROM: Jon Henderson - Assistant City Manager
David Arnado - Facilities Superintendent
Max Ziegler - Facilities Assistant Superintendent

SUBJECT: Ratify the Signature of the City Manager for an Agreement for Purchase of Furniture and Related Services for the City Hall Renovation Project under Cooperative Purchasing Agreements

MEETING DATE: March 11, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Ratify the Signature of the City Manager for an Agreement for Purchase of Furniture and Related Services for the City Hall Renovation Project under Cooperative Purchasing Agreements

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

BACKGROUND: Bozeman City Hall is the City of Bozeman's primary administration building and seat of the Bozeman City Commission. City Hall is home to several City departments, including the Administration department, Human Resources, City Attorney, Economic Development, and Finance departments. Originally constructed in 1981 to serve as the Bozeman Public Library, the building was converted to use as City Hall in 2008 following the completion of the current Bozeman Public Library. The facility is heavily used by staff citywide as well as members of the public who visit City Hall to attend City Commission meetings, or receive services from the Finance Department, Human Resources, and City Clerk's office. In the 16 years since the building entered service as City Hall the demand for staff office space has significantly increased, and the needs of public and City operations have evolved. This renovation intends to address current and near future needs of the City and the various patrons of City Hall by converting underutilized spaces into offices and reconfiguring public service points of contact. Additionally, this renovation will include updating interior finishes throughout the majority of the building.

As a component of the renovation project, office furniture will be purchased to outfit newly remodeled space. Much of the office furniture at City Hall has reached the end of useful service life, and provides inconsistent furnishing standards across the various departments in City Hall. The new furniture will improve the functionality of the office space, create a more welcoming

environment, and provide comfortable and ergonomic work stations for City staff. Newly equipped work stations will feature motorized standing desks and ergonomic seating, which will support the City of Bozeman's goals of being a Best-In-Class employer by improving employee wellness.

As a local government, Montana law and the City's purchasing policy authorize the City of Bozeman to purchase under cooperative purchasing agreements, including certain federal General Services Administration (GSA) schedules, existing contracts competitively bid by group purchasing organizations (GPOs), and existing State of Montana term contracts. Cooperative purchasing allows the City to receive the discounted pricing negotiated by the State of Montana, federal government, or other lead agency, while also meeting Montana procurement laws for competitive sealed bidding and contract requirements. All this ensures that purchases using taxpayer money under this system are fair and competitive.

This agreement was previously approved at the February 4, 2025, however requested modifications to the approved purchase order were subsequently made and added to the purchase order as attached.

UNRESOLVED ISSUES: None at this time.

ALTERNATIVES: As suggested by City Commission

FISCAL EFFECTS: This purchase agreement will incur a fixed cost of \$359,628.89 to be paid from the Bozeman City Hall Renovation project fund, City Attorney Operating Funds, and Information Technology Operating Funds.

Attachments:

[City Hall Renovation Furniture and Services Purchase Agreement - Signed.pdf](#)

Report compiled on: February 20, 2025