



CITY OF WASHINGTON, ILLINOIS
Finance & Personnel Committee Correspondence

Meeting Date: August 17, 2020

Prepared By: Ray Forsythe, City Administrator

Agenda Item: City Hall Updates and Equipment Purchases

Explanation: City Hall was remodeled over 10 years ago to provide offices, conference rooms and work spaces for the employees that were on staff at the time. There was consideration made for future employees by shifting workstations. There is an area between the Customer Services, Human Resources Supervisor and the City Administrator that has two work stations and two entrances, however there are no doors on the offices. The Human Resource Specialist and the Accountant are working in this space and it would be beneficial if doors were added for privacy and noise reduction. Staff has reached out to George H. Rump Construction Company, the contractor who did the remodeling and has continued to do maintenance and previous updates to the building for a quote to add doors and an optional wall between the 2 work stations. At this time, staff is requesting the doors be added but not the wall between the offices. This project was not included in the FY 2020/2021 Budget. The quote is for a total of \$8,282.00. Staff has identified available funds in the newly created Building Capital Improvement Fund which was seeded with \$350,000 and no other obligations for these funds have been designated at this time.

In addition to the building remodeling, staff is also seeking direction on other building and technology purchases which could be included in the CARES Act reimbursement award. Following are items that staff is recommending as a response to the COVID-19 pandemic for employee safety and work-from-home options:

- A through door drop box to be installed on the front door of City Hall. This will allow utility payments and other materials to be put into the drop box rather than having to enter City Hall and during hours where City Hall is closed. During the stay-at-home order, residents were required to take payments to the drive up drop box or utilize US mail or online payments. The cost of this is \$750.00 and is included in the work proposed by George H. Rump Construction.
- Touchless paper towel dispensers, faucets and soap dispensers in all City owned buildings. These items can be purchased directly and installed by City Staff.
- Hand sanitizer stations to be placed in the public areas of City owned buildings, breakrooms and conference rooms.
- Laptop computers, scanners/printers and other electronic equipment to allow staff to work from home when necessary. If an employee quarantined due to an exposure or has COVID-19 but able to work from home, this equipment will allow access to the City's network and provide opportunities to be productive and not utilize sick time. Currently the City has a few outdated laptops which are not operating on the appropriate Microsoft platform. IT360 is developing appropriate specs for this equipment.
- A system to allow City Council Meetings, Committee Meetings and other public meetings via ZOOM or other broadcasting systems. IT360 is working on a portable system which includes a large screen monitor, camera, microphones and speakers which will allow in person and

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remote meetings with a high quality visual and sound system. It is anticipated that this system will be below \$15,000.00.

These items would be paid for by the City and submitted for reimbursement by the State of Illinois utilizing a portion of the City's \$683,398 allotment.

Fiscal Impact: Minor remodeling to add 2 office doors: \$8,282.00 from the Building Capital Improvement Fund. There is no estimate for towel dispensers, soap dispensers, faucets and hand sanitizer stations at this time. The purchase of these items will likely be within staff's authority under the Procurement Code. The cost for laptop computers and other equipment to allow employees to work from home is being researched by IT360 and will also fall within the Procurement Code authority. The portable visual/audio system for public meetings is being developed and priced by IT360. These items will be included in the CARES act reimbursement fund which is subject to State approval. Staff will procure utilizing the City's procurement policy and will seek Council Approval when necessary.

Recommendation/Committee/Council Discussion Summary: This item is on the Finance & Personnel Committee and the City Council Agenda for discussion and recommendation. The City Administrator recommends approval and will utilize the approved procurement code for the approval process.

Action Requested: Approval of the office improvements per the quote from George H. Rump. Approval of staff moving forward with the other purchases requested utilizing the Procurement Policy, with the understanding all the expenses will be submitted to the State of Illinois under the CARES Act.

Attachment: Quote from George H. Rump



George H. Rump
CONSTRUCTION COMPANY

POST OFFICE BOX 9815 · PEORIA, ILLINOIS 61612 · PHONE (309) 637-6114
3516 B HARMON HIGHWAY · PEORIA, ILLINOIS 61604 FAX (309) 637-6120
info@rumpconstruction.com

August 11, 2020

*City of Washington
301 Walnut Street
Washington, IL61571*

Attn. Becky Holmes

RE: Washington City Hall Office Remodel - Revised

Dear Becky,

Thank you for the opportunity to provide a proposal for adding two office doors and frames to existing wall openings for two offices. We included removal and reinstallation of the vinyl wall covering, furnishing and installing two doors and frames similar to the existing office doors with similar hardware and lockset. We propose the amount of\$8,282.00 excluding sales tax.

As an alternate add, we looked at providing a metal stud and drywall partition with sound insulation in the wall opening between the two, drywall finishing and taping. We propose as an alternate to be added to the number above of\$4,534.00 excluding sales tax.

You asked about a through door drop box and we can provide a through door drop box with a 9 ½" wide opening for the sum of\$750.00 excluding sales tax. See attached product catalog for our suggestion.

*If you have any questions with regards to our proposal, please feel free to contact us.
We look forward to completing this project for you.*

Very truly yours,
GEORGE H. RUMP CONSTRUCTION CO.

Daniel J. Munro

DJM:slm