



December 27, 2023

Mayor Chuck Fewell  
Board of Public Works and Safety  
10 South State Street  
Greenfield, IN 46140

Re: Greenfield Wastewater Utility – Office Furniture Package Award

Mayor and Board Members,

At the November 28, 2023 meeting of the Board of Public Works and Safety, proposals were received and opened for the office furniture package for the new Wastewater Utility Administration office. A total of 4 bids were received, and are summarized as follows, as well as in the attached recommendation letter and bid tabulation:

Bidder	Base Bid
Business Furniture	\$105,939.82
Commercial Office Environments (COE)	\$ 97,757.62
Officeworks	\$104,590.67
Office360	\$111,536.15

The proposals received were reviewed by McGee Designhouse and their recommendation is to award the office furniture package to Commercial Office Environments for a total base bid cost of \$97,757.62. As noted in their attached recommendation letter, COE offered a lifetime warranty on all project seating which is an added value and that all of their proposed alternate were deemed as acceptable when compared to the basis of design.

At this time, I am requesting that the Board accept the recommendation from McGee Designhouse and award the office furniture package to Commercial Office Environments for the Total Base Bid with in the amount of \$97,757.62. A copy of the recommendation letter and bid tabulation have been included for your review. Please let me know if there are any questions or if any other information is needed at this time

Best Regards,

  
Nicholas Dezelan, CHMM, ASP  
Wastewater Utility Manager

**Wastewater Utility**  
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