



December 14, 2023

Greenfield Wastewater Treatment Plant  
809 South State Street  
Greenfield, Indiana 46140

**RE: New Office Building | Furniture Bid Packages Received**

Dear City of Greenfield,

McGee Designhouse (MDH) has assisted with the selection and preparation of a "Basis of Design" furniture bid package that was publicly issued for the new Greenfield Wastewater Treatment Plant Office Building. Our services included the following tasks and activities:

- Selection of new furniture and furniture layouts based on client needs.
- Compiling a furniture bid package for the bidding process.
- Overseeing the bidding process.
- Reviewing alternate furniture substitutions.
- Reviewing bid packages received for conformance and completeness.

In our review, we noted the following items per the bid packages received:

- All alternate furniture substitutions submitted were found to be acceptable per the "Basis of Design" selections and had comparable or better warranties.
- Commercial Office Environments (COE) was the only bidder who is offering a lifetime warranty on all project seating per their bid documents, which is a "value add" in our opinion.

After review of the information provided by all bidders, COE is the deemed low bidder, and we did not see any concerns with their submitted bid package. MDH feels that COE would be the preferred dealer to execute the aforementioned project.

Please don't hesitate to reach out if you have any questions.

Sincerely,

**Melinda McGee**, NCIDQ, RID, IIDA, LEED AP  
President | Interior Designer

**McGee Designhouse**

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