



**AGENDA ITEM # 5**

**AGENDA ITEM EXECUTIVE SUMMARY  
Committee of the Whole Meeting  
March 12, 2018**

**Item Title:** Village Hall Improvements

**Staff Contact:** Jason M. Bielawski, Assistant Village Administrator

**COMMITTEE OF THE WHOLE ACTION**

**Concur with staff's recommendations for improvements at Village Hall to include wall paper removal, painting, and new furniture.**

**Executive Summary:**

Beginning last year, the Village initiated improvements at Village Hall that included wall paper removal, painting, and new furniture and department signage in the first floor and second floor lobby/public areas. The painting and wall paper removal work were completed by Freshcoat, which also completed similar work at the Fire Station following a formal bid process in 2017. The 2018 budget includes \$55,000 for additional Village Hall improvements that includes \$25,000 for painting/wall paper removal in the first floor employee bathrooms, common areas, and kitchen as well as \$30,000 for carpet replacement on both floors of Village Hall.

Attached is a proposal from Freshcoat for painting, wall paper removal, wall paper installation, and staining doors in the Finance Department and adjoining employee bathrooms and kitchen. Staff recommends Option #2 at a cost of \$4,929 with wallpapering the bathrooms only at an additional cost of \$472 plus the cost of wall paper. Staff hopes to be able to use wall paper leftover from last year's project. Furthermore, staff recommends doing the alternate work in the Finance Department general office areas at a cost of \$5,427. Therefore, the total cost of the work performed by Freshcoat would be \$10,828. If additional wallpaper is needed, staff would purchase it directly from the supplier.

Because the painting/wall paper removal will be under budget, staff is also purchasing additional furniture for the 1<sup>st</sup> floor lobby from BOS/AOI. Last year a few pieces of furniture, two chairs and two side tables, were purchased with the expectation that additional furniture would need to be purchased after the television kiosk was installed, the display case and bench seating were removed, and the signage and pictures were installed. Recently staff met with a BOS/AOI representative and determined the lobby could benefit from additional furniture including two chairs, one side table, and one taller

table. Attached is the proposal for the furniture at a cost of \$2,663.32 and the final furniture layout in the lobby.

Per the Village's Purchasing Policy, because these purchases are budgeted and each below \$20,000 in cost, the Village Administrator can approve the purchases without Village Board approval. However, staff felt it was appropriate to present this to the Village Board for any discussion prior to starting the work.

**Implications:**

**Is this item budgeted?** Yes, the 2018 budget includes \$55,000 for Village Hall improvements. The painting/wall paper removal will cost \$10,828 plus the cost of wall paper and the furniture costs \$2,663.32 for a total of \$13,491.32.

**Any other implications to be considered?** After the completion of these projects, staff will present recommendations for completing additional improvements at Village Hall.

**Attachments:**

Painting Proposal

Furniture Proposal and lobby furniture layout



Proposal #4848 Roselle Village Hall 1<sup>st</sup> floor office area

Option #1-Cost of wall covering not included in quote

All workers insured and bonded/Patching, sanding, and caulking included

In hallway, kitchen, and 2 bathrooms wallpaper removed, walls washed and prepped for wallpaper. Owner's wallpaper installed

Door frames sanded and painted 2 coats owner's color/semi-gloss finish

Small room in back of space painted/doors and frames painted

Doors sanded and 1 coat of gel stain applied

Labor and materials-\$8,366.00

**Option #2**-Same area/wall paper removed/walls prepped for paint

Walls given 2 coats owner's choice of color/egg shell finish suggested

Door frames sanded and painted 2 coats owner's color/semi-gloss finish

Small room in back of space painted/doors and frames painted

Doors sanded and 1 coat of gel stain applied

**Labor and materials-\$4,929.00**

**Alternate**-paper only baths adds **\$472** plus the cost of paper



**Alternate work-General office area**

Patching/sanding/caulking done where necessary

Walls, columns, and copy room given 2 coats owner's choice of color

Egg shell finish suggested/walls sanded between coats

Frames and borrowed lights sanded and given 2 coats of owner's choice of paint/semi-gloss finish suggested

Doors sanded and given 1 coat of matching gel stain

**Labor and materials-\$5,247.00**



**PROPOSAL**

**Sold to:** Thomas W. Dahl, CPA  
Village of Roselle  
31 South Prospect Street  
Roselle, IL 60172

**Install At:** Village of Roselle  
31 South Prospect Street  
Roselle, IL 60172

**Date:** Monday, February 26, 2018  
**Quote #:** 1803VOR  
**Presented By:** William Reid  
**Project:** Lobby Furniture

Item	Qty	Product	Unit	Extended
1	1	<b>TOP ONLY 96X36/TT</b> Beige, flat edge	\$349.44	\$349.44
STANDING HEIGHT TBL				
2	2	<b>C11780</b> Custom Base - standing height Shiraz Cherry - Flat edge	\$208.00	\$416.00
3	1	<b>C11781</b> Custom Stretcher - Shiraz Cherry - Flat Edge	\$118.40	\$118.40
4	2	<b>G1401G4</b> Savoy Lounge Chair  UPHOLSTERY: DOT COM RIVER WOOD FINISH: MAHOGANY ON MAPLE	\$576.24	\$1,152.48
5	1	<b>G1250T5</b> BELMONT LAMINATE SIDE TABLE, 20" X 20" X 20.5"H  WOOD FRAME: MAHOGANY ON MAPLE LAMINATE INLAY: GRAY MATRIX	\$202.00	\$202.00

6	<b>1 INSTALLATION</b>	\$425.00	\$425.00
	Village Hall lobby , see plan for positioning, contact: Tom Dahl		



Sub-Total: \$2,663.32

**Project Total: \$2,663.32**

Lead Time Approximately: 3-4 Weeks.

Thank you for allowing AOI the opportunity to present pricing. If you should have any questions, please contact me at 630.784.7743 or William.Reid@bos.com.

Sincerely,

William Reid

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Approval- Signature/Date

**Project Terms:**

- \* 50% deposit required at time of order entry
- \* 40% deposit at time of installation
- \* Remaining 10%; Net 15 days upon project completion
- \* Quote valid for 30 days
- \* 1.5% late payment fee after 30 days
- \* Customer grants Affordable Office Interiors (AOI) a security interest in the goods in consideration for the credit granted
- \* In consideration for credit extended, customer grants AOI, Inc. a security interest in the goods sold
- \* A service charge of 3% will be applied to all Credit Card purchases over \$3,000.00
- \* All orders are non-cancelable or returnable. Used product is available on a first come/first serve basis
- \* This bid/proposal could change depending on any contract requirements not previously provided to our company, specifically insurance requirements from the landlord that may cause additional coverages and premiums. Our standard coverage is as follows, free of charge. There may be additional costs to you associated with any requested modifications

Type of Coverage	Carrier	Each Occurrence	Aggregate
General Liability	Cincinnati Insurance	\$1,000,000	\$2,000,000
Automobile	Cincinnati Insurance	\$1,000,000 CSL	N/A
Excess Umbrella	Cincinnati Insurance	\$5,000,000	\$5,000,000
Installation Floater	Cincinnati Insurance	\$250,000 per location	N/A



