

**Lowell City Council
Special Meeting
Monda, November 21, 2022 at 6:00 p.m.**

This meeting will be held online only through Zoom meetings. For instructions on how to join via telephone or PC, visit the meeting webpage at:

<https://www.ci.lowell.or.us/administration/page/city-council-special-meeting>

Special Meeting Agenda

Call to Order/Roll Call

Councilors: Mayor Bennett ___ Harris ___ Stratis ___ Weathers ___ Murray ___

Approval of Agenda

New Business

1. Motion to authorize the City Administrator to procure lateral file cabinets, office desks, and additional file and wall storage in an amount not to exceed \$12,000. --Discussion/
Possible action

Adjourn

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities must be made at least 48 hours before the meeting to City Clerk Sam Dragt at 541-937-2157.

Agenda Item Sheet

City of Lowell City Council

Type of item:

Procurement

Item title/recommended action:

Motion to authorize the City Administrator to procure lateral file cabinets, office desks, and additional file and wall storage in an amount not to exceed \$12,000. --Discussion/ Possible action

Justification or background:

The City Clerk and contract accountant have searched for lateral file cabinets that will meet our needs at the new building. After evaluating 3 vendors, they determined that Uline offers the best price for the lateral file cabinets that we need. The City Clerk and contract accountant also found office desks, an additional filing cabinet, and wall storage from NBF that best meets their needs. Those items total \$11,530. Staff request spending authority up to \$12,000 in case shipping charges change at the time we place the order. We recommend paying for these items from what remains of our second tranche of ARPA funding. We will require a few other office items--such as a dropbox. The City Administrator also needs to shop around for a new desk. Those items are estimated to be within staff's spending authority.

Budget impact:

Expenditure not to exceed \$12,000, to be paid with remaining ARPA funds.

Department or Council sponsor:

Administration

Attachments:

Cost break-down and tabulation; printouts from vendors illustrating the items to be purchased.

Meeting date:

11/21/2022

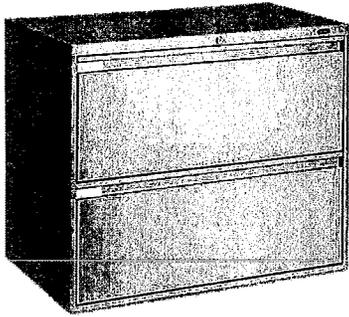
Lateral File Cabinets

Item	Quantity	Uline	Shipping	NBF	Office			
					Shipping	Furniture.com	Shipping	
2 Drawer	36x18x28	3	\$545.00	\$187.00	\$699.00	\$238.00	\$789.00	0
4 Drawer	42x18x54	3	\$1,065	\$203.00	\$1,029.00	\$334.00	\$1,199.00	0
5 Drawer	42x18x67	1	\$1,310.00	TBD	\$1,379.00	\$229.00	\$1,469.00	0
Subtotal			\$6,140.00		\$6,563.00		\$7,433.00	
Estimated shipping			\$390.00		\$801.00		\$0.00	
Total			<u>\$6,530.00</u>		<u>\$7,364.00</u>		<u>\$7,433.00</u>	

Office desks, additional file storage, and wall storage - From NBF

Item	Quantity	Amount	Shipping
Sam's desk	1	\$1,499.00	\$241
Layli's desk	1	\$729.00	\$119
File storage	1	\$389.00	\$71
Wall storage	4	\$419.00	\$276
Subtotal		\$4,293.00	
Shipping		\$707.00	
Total		<u>\$5,000.00</u>	

Lateral File Cabinet - 36" Wide, 2 Drawer, Light Gray



Space-saving. Use for letter or legal-size documents.

- Full-extension locking drawers. Includes 2 keys.
- Safety interlock system allows only one drawer to open at a time.
- Full-width drawer pulls.
- [File Cabinet Dolly](#) and [File Folders](#) available.

[More Images](#)

SPECIFY COLOR:

MODEL NO.	DESCRIPTION	NO. OF DRAWERS	DIMENSIONS W x D x H	WT. (LBS.)	PRICE EACH		COLOR	IN STOCK SHIPS TODAY
					1	2+		
H-2739GR	Letter/ Legal	2	36 x 18 x 28"	110	\$565	\$545	<input type="checkbox"/> Light Gray	1 <input type="button" value="ADD"/>

SHIPS ASSEMBLED VIA MOTOR FREIGHT

[Additional Info](#) [Shopping Lists](#) [Request a Catalog](#)

SAME DAY SHIPPING

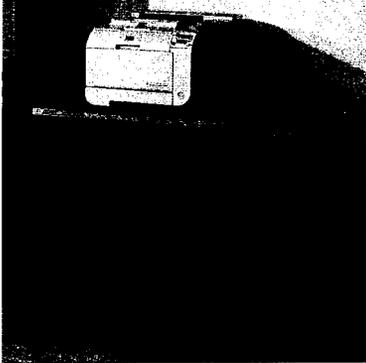
HUGE SELECTION IN STOCK

SHIPS FROM 12 LOCATIONS



NATIONAL BUSINESS
FURNITURE

700 South 70th Street, Milwaukee, WI 53214
844-594-8193 | www.NBF.com



Carbon Lateral File with Laminate Top

Item#: 223494

Brand: NBF Signature Series

Collection: Carbon

GSA

[CLICK HERE to view available options](#)

Product Details

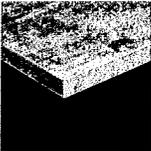
Features:

- Steel construction
- Drawers: Two (file)
- Counterweight
- One lock secures all drawers
- Fully assembled
- Textured, High-Pressure Laminate/Powder-coated Steel construction

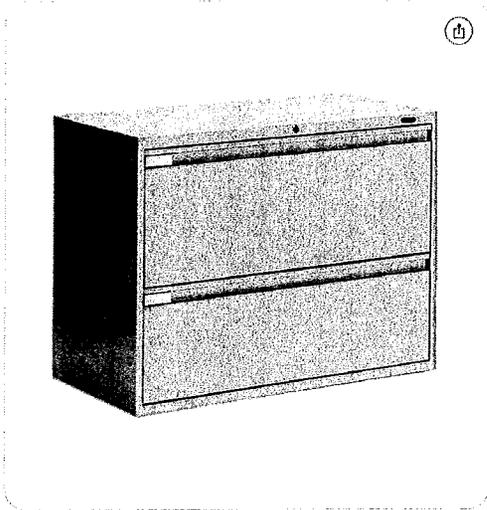
Dimensions and Weight:

- Dimensions: 36"Wx18"Dx29"H
- Weight: 171.50 lbs.
- SIN#: 33721

Alternate Images



3. 2-drawer



Home / File Cabinets / 2 Drawer Lateral File 36"W

Item Number: GLO-9336P-2F1H

2 Drawer Lateral File 36"W

9300P SERIES by GLOBAL FURNITURE

\$789.00

\$99.98/mo for 24 months. As low as 0% APR for 6 or 12 months. [Learn more](#)

Global Industries 9300 series two drawer 36"W lateral file has seamless welded corners to provide lasting strength for years of service. Environmentally friendly...

[Read More](#)

Select Material Finish: **Black**



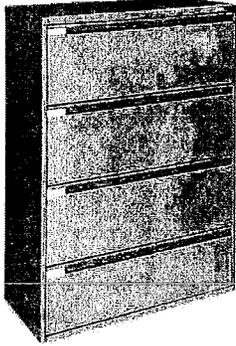
Estimated Arrival: **Dec 27 - Jan 10**

Need It Sooner? [View Similar Items](#)

Search



Lateral File Cabinet - 42" Wide, 4 Drawer, Light Gray



[More Images](#)

Space-saving. Use for letter or legal-size documents.

- Full-extension locking drawers. Includes 2 keys.
- Safety interlock system allows only one drawer to open at a time.
- Full-width drawer pulls.
- [File Cabinet Dolly](#) and [File Folders](#) available.

SPECIFY COLOR:

MODEL NO.	DESCRIPTION	NO. OF DRAWERS	DIMENSIONS W x D x H	WT. (LBS.)	PRICE EACH		COLOR	IN STOCK SHIPS TODAY
					1	2+		
H-6395GR	Letter/ Legal	4	42 x 18 x 54"	220	\$1,090	\$1,065	<input type="checkbox"/> Light Gray	1 <input type="button" value="ADD"/>

SHIPS ASSEMBLED VIA MOTOR FREIGHT

[Additional Info](#) [Shopping Lists](#) [Request a Catalog](#)

SAME DAY SHIPPING

HUGE SELECTION IN STOCK

SHIPS FROM 12 LOCATIONS



NATIONAL BUSINESS
FURNITURE

700 South 70th Street, Milwaukee, WI 53214
866-436-0631 | www.NBF.com

42"W Four Drawer Lateral File

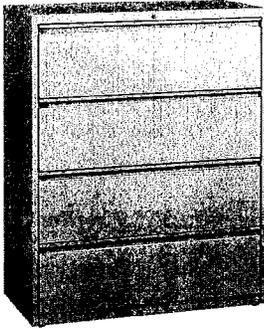
Item#: 30884

Brand: Hirsh Industries

Collection: HL10000

GSA

[CLICK HERE to view available options](#)



Product Details

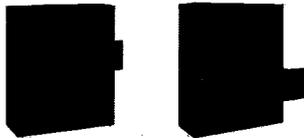
Features:

- Precision ball-bearing suspension
- Double-wall base construction
- Interlock system
- Dual lock bars
- Core-removable lock
- Hang rails included
- Four adjustable leveling guides
- Holds letter/legal size hanging files
- Fully assembled

Dimensions and Weight:

- Dimensions:
42"Wx18.63"Dx52.5"H
- Weight: 196.00 lbs.
- SIN#: 33721
- Carton Dimensions:
 - 44.5"W x 21.1"D x 54.8"H

Alternate Images



3-4 drawer



Home / File Cabinets / Dimensions Four Drawer Lateral File - 42" W

No Reviews [Write the First Review](#) | Item Number: 8829425

Dimensions Four Drawer Lateral File - 42" W

HL10000 by OFFICE DIMENSIONS

\$1,199.00

\$59.65/mo for 24 months. As low as 0% APR for 6 or 12 months. [Learn more](#)

Make more space on your desk by storing important files and documents in this four drawer lateral file. It features optimal storage capacity, solid construction and an...

[Read More](#)

Select Material Finish: **Putty**



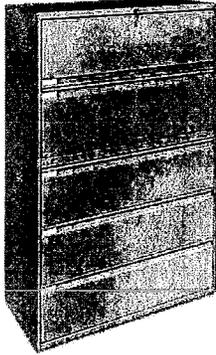
Estimated Arrival: **Dec 06 - Dec 20**



Search



Lateral File Cabinet - 42" Wide, 5 Drawer, Light Gray



[More Images](#)

Space-saving. Use for letter or legal-size documents.

- Top drawer has retractable door and rollout shelf.
- Safety interlock system allows only one drawer to open at a time.
- Full-extension locking drawers. Includes 2 keys.
- [File Cabinet Dolly](#) and [File Folders](#) available.

SPECIFY COLOR:

MODEL NO.	DESCRIPTION	NO. OF DRAWERS	DIMENSIONS W x D x H	WT. (LBS.)	PRICE EACH		COLOR	IN STOCK SHIPS TODAY	
					1	2+			
H-6396GR	Letter/Legal	5	42 x 18 x 65"	275	\$1,310	\$1,275	<input checked="" type="checkbox"/> Light Gray	1	<input type="button" value="ADD"/>

SHIPS ASSEMBLED VIA MOTOR FREIGHT

[Additional Info](#) [Shopping Lists](#) [Request a Catalog](#)

SAME DAY SHIPPING

HUGE SELECTION IN STOCK

SHIPS FROM 12 LOCATIONS



**NATIONAL BUSINESS
FURNITURE**

700 South 70th Street, Milwaukee, WI 53214

866-436-0631 | www.NBF.com

42"W Five Drawer Lateral File

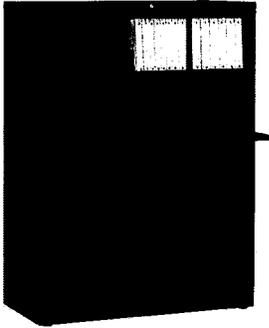
Item#: 30885

Brand: Hirsh Industries

Collection: HL10000

GSA

[CLICK HERE to view available options](#)



Product Details

Features:

- Precision ball-bearing suspension
- Double-wall base construction
- Interlock system
- Dual lock bars
- Core-removable lock
- Hang rails included
- Four adjustable leveling guides
- Roll-out binder storage and posting shelf
- Holds letter/legal size hanging files
- Fully assembled

Dimensions and Weight:

- Dimensions: 42"Wx18.63"Dx67.63"H
- Weight: 230.00 lbs.
- SIN#: 33721
- Carton Dimensions:
 - 44.5"W x 21.1"D x 69.9"H

Alternate Images



1-5 drawer

FREE SHIPPING on office furniture, every day

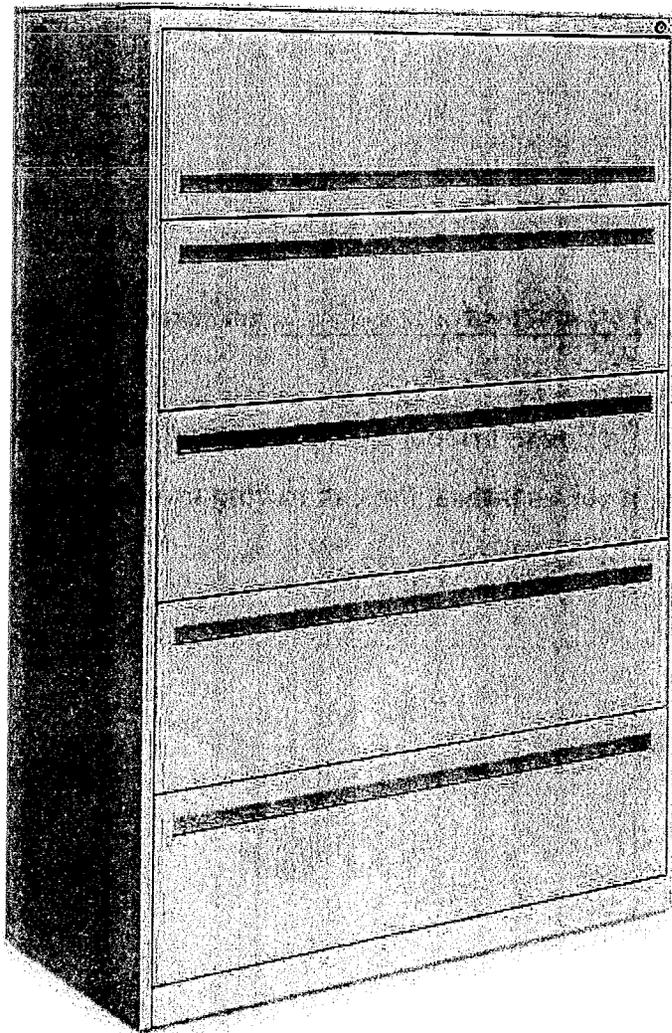


Menu



Call us 800-933-0053
Monday - Friday 7:00AM - 7:00PM CST

← File Cabinets



FREE SHIPPING on office furniture, every day



Menu



Call us **800-933-0053**
Monday - Friday 7:00AM - 7:00PM CST

Home / File Cabinets / **Ogden 42"W Five Drawer Lateral File**

No Reviews [Write the First Review](#)

Item Number: 8827772

Ogden 42"W Five Drawer Lateral File

OGDEN by **NBF SIGNATURE SERIES**

SHIPS TODAY

\$1,469.00

 \$73.32/mo for 24 months. As low as 0% APR for 6 or 12 months. [Learn more](#)

Durable, high-capacity file storage doesn't need to look drab and cold. Create a file system that suits your space with Ogden series lateral files, featuring modern powder-coated

[Read More](#)

Select Material Finish: **Dark Gray**



Estimated Arrival: **Nov 22 - Nov 29** 

— 1 +

ADD TO CART



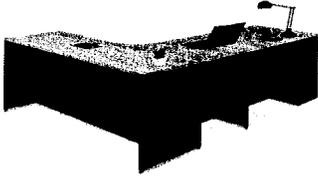
700 South 70th Street, Milwaukee, WI 53214
800-558-1010 | www.NBF.com

Carbon L-Shaped Desk with 3-Drawer Pedestal and Left Return

Item#: 58137
Brand: NBF Signature Series
Collection: Carbon

GSA

CLICK HERE to view available options



Product Details

Features:

- Textured, High-Pressure Laminate/Powder-coated Steel construction
- Left-handed return
- 2 utility drawers / 1 file drawer (lockable)
- Optional center drawer is item # 16337
- 2 grommets on desk / 1 grommet in return
- Fully-finished back
- Modesty panel at back
- Assembly required
- Optional center drawer item #16337

Dimensions and Weight:

- Dimensions: 72"Wx96"Dx29"H
- Custom Dimensions:
 - 30"D pedestal w/ 3 drawers: 14.7"Wx29.76"Dx19.29"H
 - Desktop 48x30: 30"Wx48"Dx1"H
 - Desktop Left 72x48: 72"Wx48"Dx1"H
 - Left Mod Panel and End Leg: 70"Wx23.7"Dx3.3"H
- Weight: 301.90 lbs.
- SIN#: 33721

Alternate Images



1449.00

8/13/22

Samodun

price check 11/16

1449.00 ✓

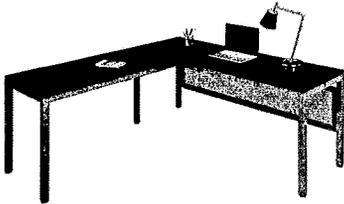


700 South 70th Street, Milwaukee, WI 53214
800-558-1010 | www.NBF.com

At Work Left Corner Desk with User Curve - 72"W

Item#: 221898
Brand: NBF Signature Series
Collection: At Work

[CLICK HERE to view available options](#)



Product Details

Features:

- Laminate top over brushed nickel frame
- Three grommet holes
- Scratch and stain resistant surface
- Assembly required

Dimensions and Weight:

- Dimensions: 72"Wx72"Dx29.5"H
- Weight: 123.20 lbs.

729

Alternate Images



Layli's desk ✓
11/16 \$



NATIONAL BUSINESS
FURNITURE

700 South 70th Street, Milwaukee, WI 53214
855-799-3550 | www.NBF.com

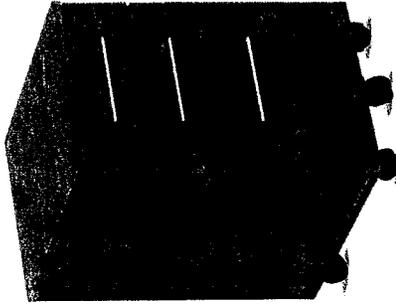
At Work Mobile File Storage Pedestal - 26"H

Item#: 34561

Brand: NBF Signature Series

Collection: At Work

[CLICK HERE to view available options](#)



Product Details

Features:

- Anti-tip mechanism
- Full-extension pedestal drawers
- Meets ANSI/BIFMA safety standards
- Pedestal drawers lock
- Ships fully assembled, simply attach wheels to bottom

Dimensions and Weight:

- Dimensions: 16.42"Wx20.44"Dx26.46"H
- Weight: 75.90 lbs.
- Carton Dimensions:
 - o 18.4"W x 22.9"D x 27.4"H
 - o 18.4"W x 22.9"D x 27.4"H

Alternate Images



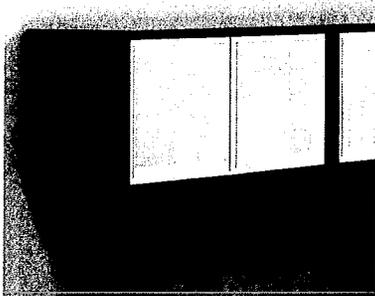


700 South 70th Street, Milwaukee, WI 53214
800-558-1010 | www.NBF.com

Wall-Mounted Cabinet with Silver Doors - 36"W

Item#: 36962
Brand: NBF Signature Series
Collection: Contemporary

[CLICK HERE to view available options](#)



Product Details

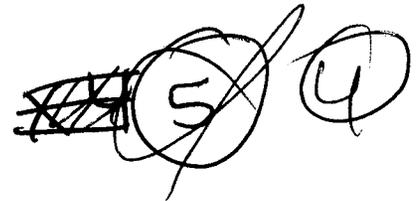
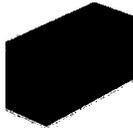
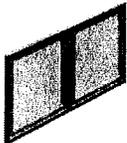
Features:

- Durable laminate finish
- 3mm PVC edging
- Two sets of doors included - Silver doors, laminate doors
- Assembly required

Dimensions and Weight:

- Dimensions: 36"Wx15"Dx17"H
- Weight: 114.00 lbs.
- SIN#:

Alternate Images



Artisan Grey

\$ 409 (409 more)

11/14 / param

2 over Layla's desk
3 over Sam's