



City of Gahanna

200 South Hamilton
Road
Gahanna, Ohio 43230

Signature

Ordinance: ORD-0033-2025

File Number: ORD-0033-2025

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH WINSTED COMPANY, LLC, FOR FURNITURE PROCUREMENT AND INSTALLATION SERVICES RELATED TO THE RENOVATION AND EXPANSION OF 825 TECH CENTER DRIVE; WAIVING SECOND READING AND DECLARING AN EMERGENCY

WHEREAS, on September 6, 2022, the City Council voted to acquire property located at 825 Tech Center Drive for the purpose of meeting the long-term operational needs of the Police Headquarters, City Hall, and Senior Center; and

WHEREAS, the City is currently undergoing renovation and expansion of the facility, including the construction of an additional 31,000 square feet, to accommodate projected needs over the next 30 years; construction began in May 2024, and regular updates on the project have been provided to City Council since its inception; and

WHEREAS, furniture procurement is the final major step required for completion of the project, and the City issued a Request for Proposals (RFP), receiving and evaluating three (3) qualified submissions; and

WHEREAS, Winsted Company, LLC, was identified as the most suitable vendor for this component; and

WHEREAS, Winsted's proposal sets forth a project budget for the procurement and installation of seven (7) Communication Consoles, in the total amount of One Hundred Seventy-Two Thousand, Seven Hundred Sixty-Four Dollars and Twenty-Two Cents (\$172,764.22), and with a contingency of seven percent (7%) to be used only upon written authorization from the City, the total budget for this portion of the procurement is One Hundred Eighty-Five Thousand Dollars and Zero Cents (\$185,000); and

WHEREAS, the funds for this contract have already been appropriated and allocated as part of Capital Improvement Plan project numbers FA-24-01 (825 Tech Center Dr Office Furniture) and EQ-25-02 (911 Dispatcher Workstations), and no supplemental or transfer of funds is required; and

WHEREAS, the Administration recommends passage of the ordinance with waiver of second reading and as an emergency measure immediately necessary for the preservation of the public peace, health, safety, and welfare of the City of Gahanna; to wit: ensuring the timely procurement and installation of essential furniture, which is critical to the completion and operational readiness of the renovated city facilities at 825 Tech Center Drive.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GAHANNA, COUNTY OF FRANKLIN, STATE OF OHIO:

Section 1. That the Mayor is hereby authorized to enter into an agreement with Winsted Company, LLC, primary offices located at 2999 Ames Crossing Road, Suite 300, Eagan, MN 55121, for the procurement and installation of furniture related to the renovation and expansion of 825 Tech Center Drive, as described in their proposal attached hereto and incorporated herein as EXHIBIT A, for a total not to exceed One Hundred Eighty-Five Thousand Dollars and Zero Cents (\$185,000.00), inclusive of a seven percent contingency.

Section 2. The second reading is hereby waived.

Section 3. That for the reasons set forth in the preamble above, this Ordinance is declared an emergency measure which shall be in full force and effect immediately upon passage by this Council and on the date of signature of approval by the Mayor.

At a regular meeting of the City Council on August 18, 2025, a motion was made by Renner, seconded by Padova, to waive second reading of this Ordinance. The vote was as follows:

Ms. Bowers, yes; Ms. Jones, yes; Ms. McGregor, yes; Ms. Padova, yes; Mr. Renner, yes; Mr. Schnetzer, yes; Mr. Weaver, yes.

A motion was made by Renner, seconded by Jones, that the Ordinance be Adopted as an Emergency. The vote was as follows:

Ms. Bowers, yes; Ms. Jones, yes; Ms. McGregor, yes; Ms. Padova, yes; Mr. Renner, yes; Mr. Schnetzer, yes; Mr. Weaver, yes.

President Merisa K. Bowers
Merisa K. Bowers

Date 8/18/25

Attest by Jeremy A. VanMeter
Jeremy A. VanMeter
Clerk of Council

Date 8/19/2025

Approved by the Mayor Laurie A. Jadwin
Laurie A. Jadwin

Date 8.18.2025

Approved as to Form Priya D. Tamilarasan
Priya D. Tamilarasan
City Attorney

Date 8/18/25



NOTES:

10 POSITIONS
(7 - PROPOSED, 3 FUTURE
EXPANSION)

Colors Shown As:

REV. 4		
REV. 3		
REV. 2		
REV. 1		
REV. 0	07.25.25	K.M.
CHANGES: CREATED DESIGN PACKAGE		
SCALE	PAPER SIZE	APPROVED BY
N.T.S.	17 x 11	Z.Z.
DRAWING #	PROJECT #	
EL2493		

CUSTOMER SIGNATURE NOT REQUIRED

SIGNATURE/DATE

DESIGN PACKAGE

GAHANNA CIVIC CENTER



SHEET
R1



NOTES:

10 POSITIONS
(7 - PROPOSED, 3 FUTURE
EXPANSION)

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REV. 3		
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REV. 0	07.25.25	K.M.
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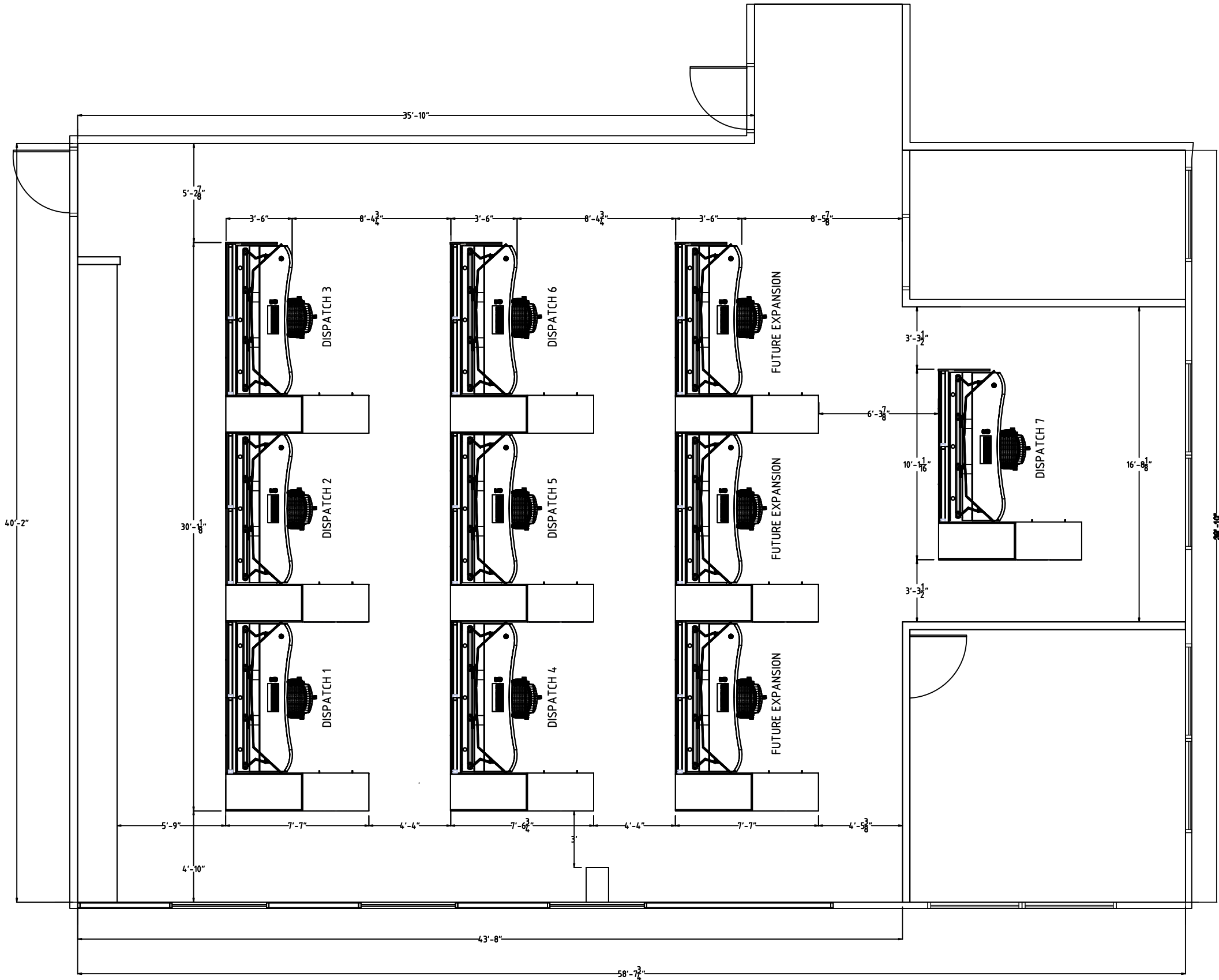
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CUSTOMER SIGNATURE NOT REQUIRED

SIGNATURE/DATE

DESIGN PACKAGE

GAHANNA CIVIC CENTER



ROOM LAYOUT - PLAN VIEW

Quote Drawing Confirmation:

Purchasing Agent/Customer must verify all building dimensions on-site prior to purchase order submittal. Winsted agrees to provide products that have been specified for the end-user's application based on Purchasing Agent/Customer provided requirements and specifications. The Purchasing Agent/Customer is responsible for providing accurate building plans, including dimensions as well as product features and functionality information necessary for proper space planning and product installation.

Purchasing Agent / Customer Signature:

Name (Print) _____ Signature: _____ Date: _____



NOTES:

10 POSITIONS
(7 - PROPOSED, 3 FUTURE
EXPANSION)

Colors Shown As:

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REV. 3

REV. 2

REV. 1

REV. 0 07.25.25 K.M.

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SIGNATURE/DATE

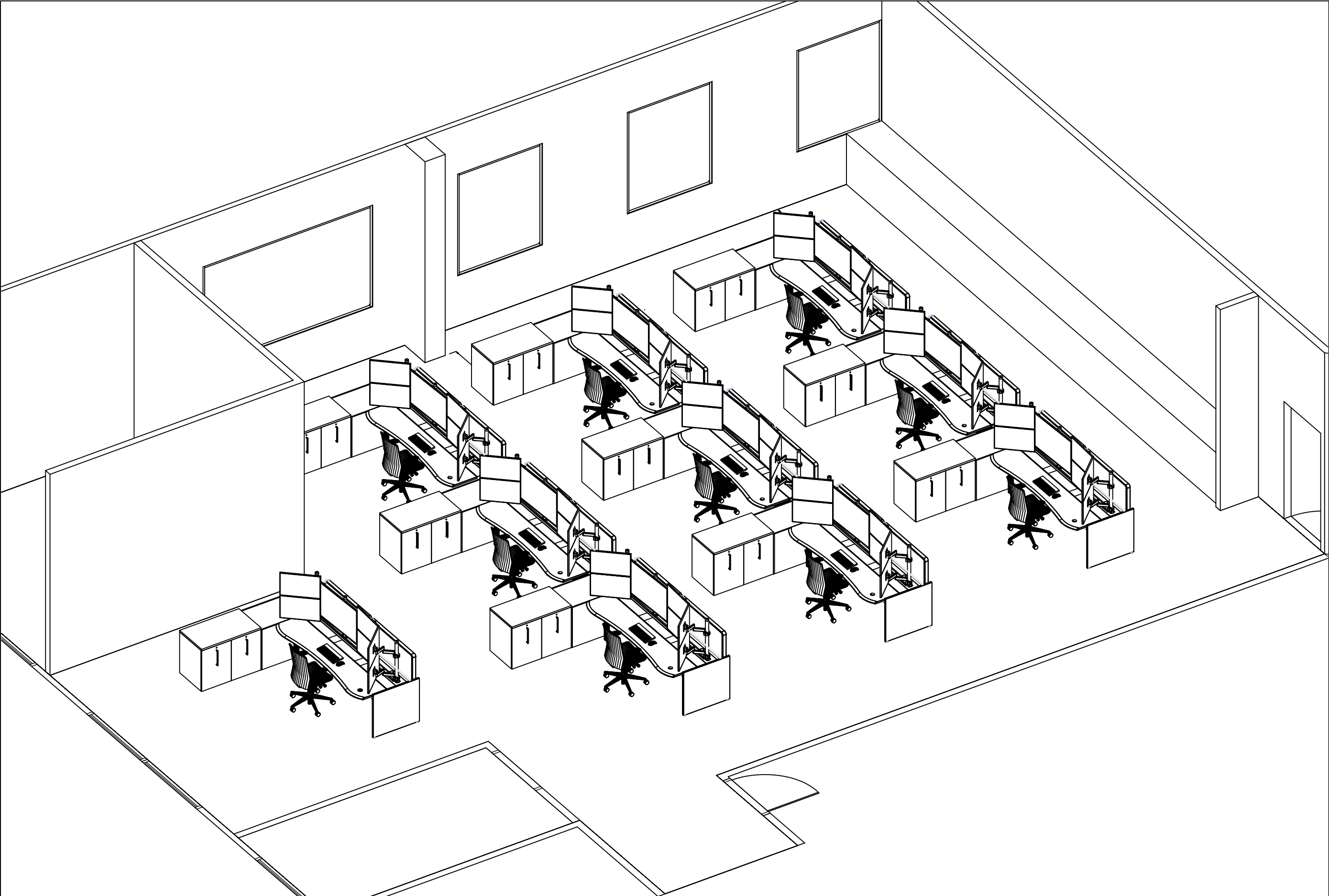
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GAHANNA CIVIC CENTER



SHEET

1



ROOM LAYOUT - ISOMETRIC VIEW



NOTES:

10 POSITIONS
(7 - PROPOSED, 3 FUTURE
EXPANSION)

Colors Shown As:

REV. 4

REV. 3

REV. 2

REV. 1

REV. 0 07.25.25 K.M.

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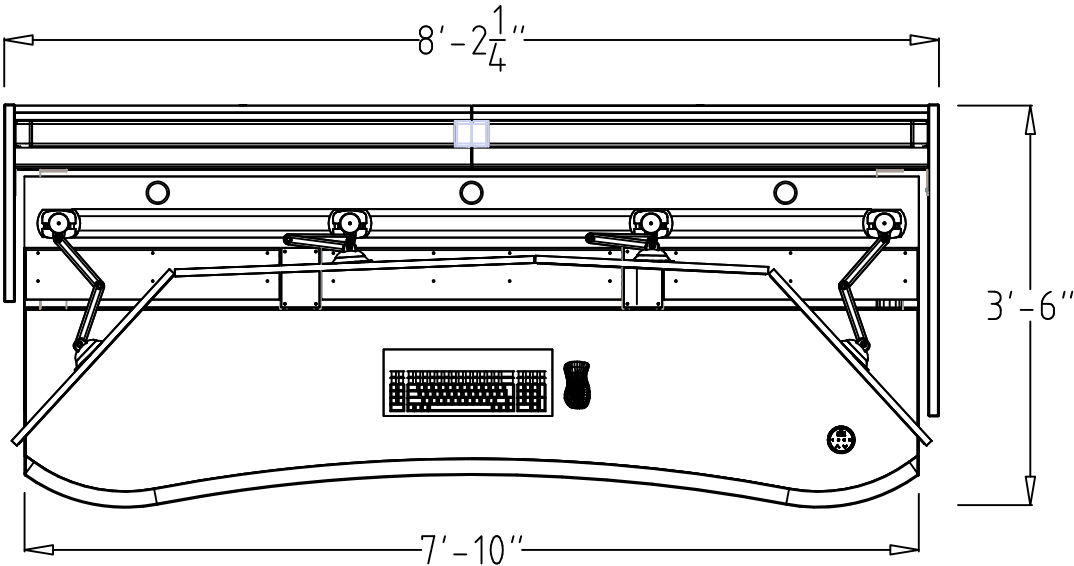
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GAHANNA CIVIC CENTER

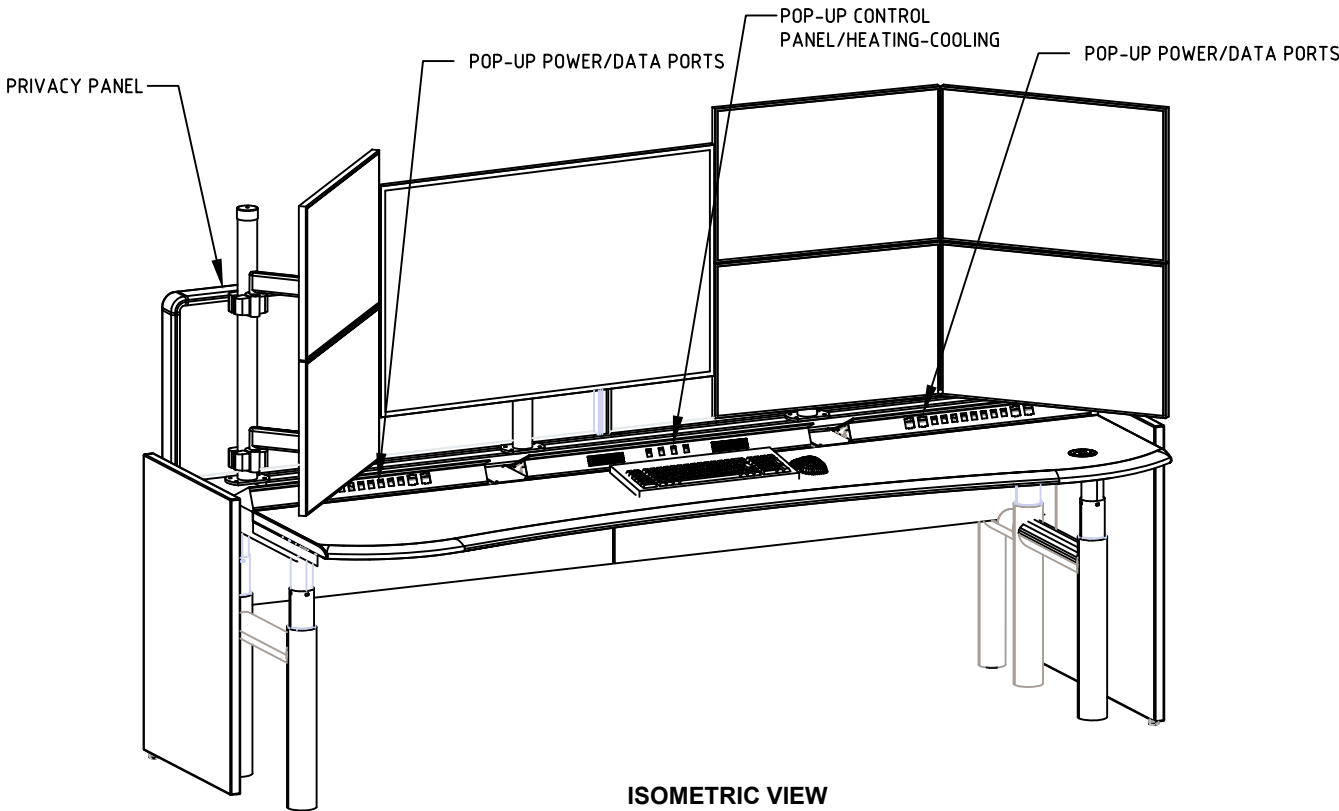


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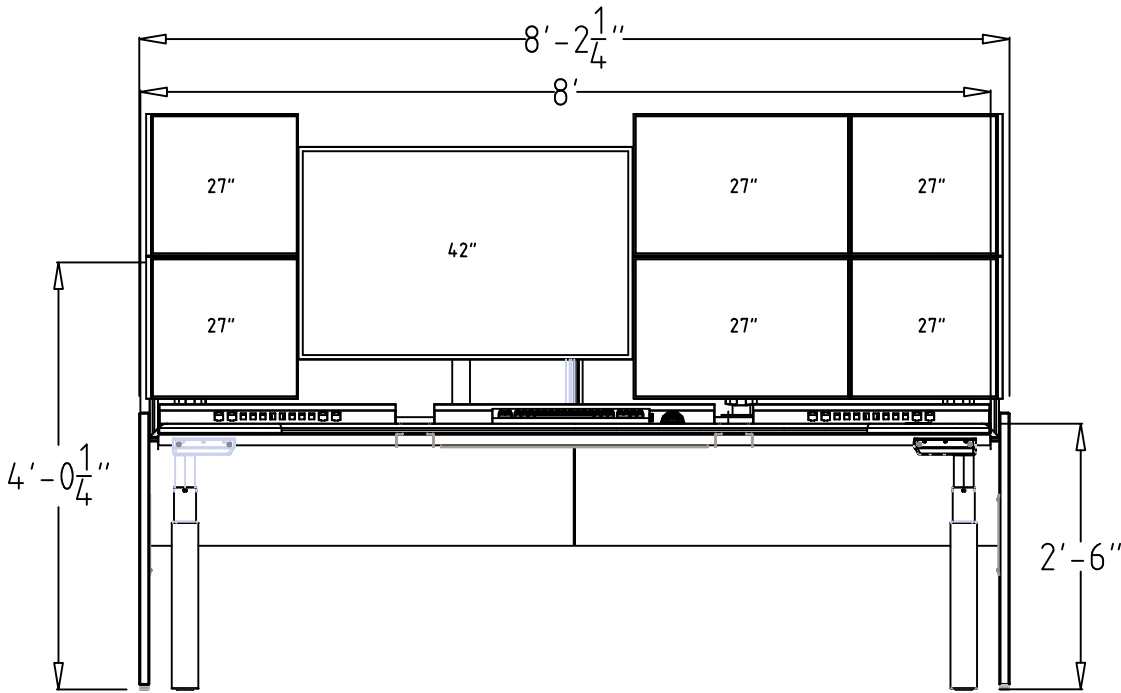
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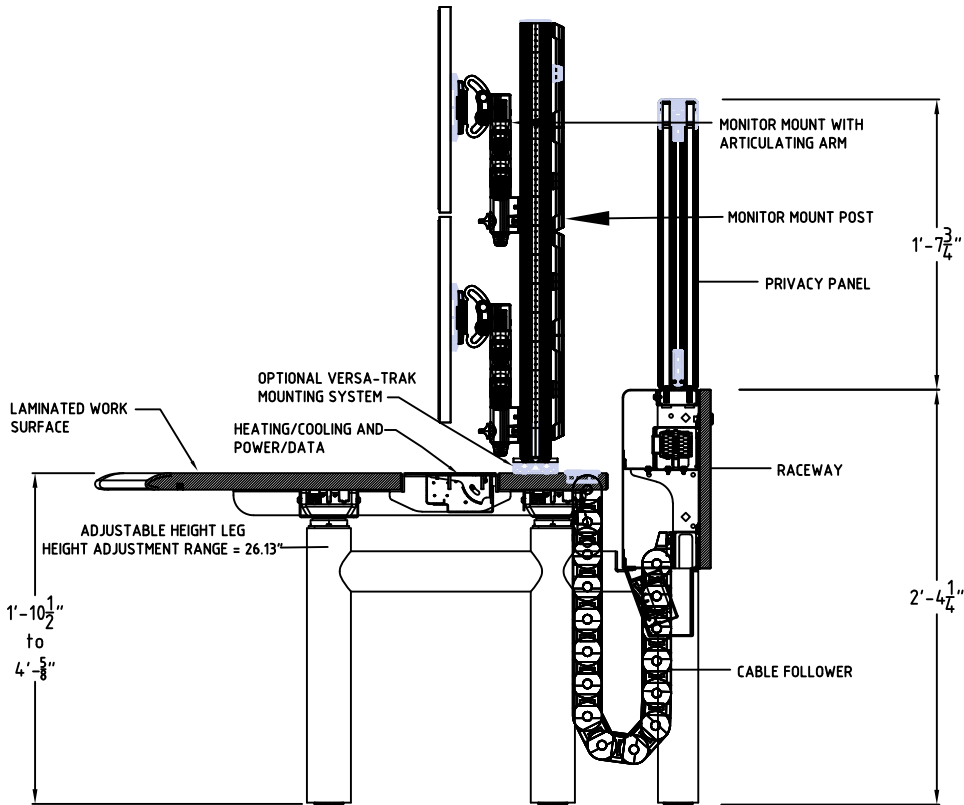
PLAN VIEW



ISOMETRIC VIEW



FRONT ELEVATION



SECTION VIEW



NOTES:

7 - PROPOSED, 3 FUTURE
EXPANSION

Colors Shown As:

Product Range:

EMERGENT
SIT/STAND

REV. 4

REV. 3

REV. 2

REV. 1

REV. 0 07.25.25 K.M.

CHANGES: CREATED DESIGN PACKAGE

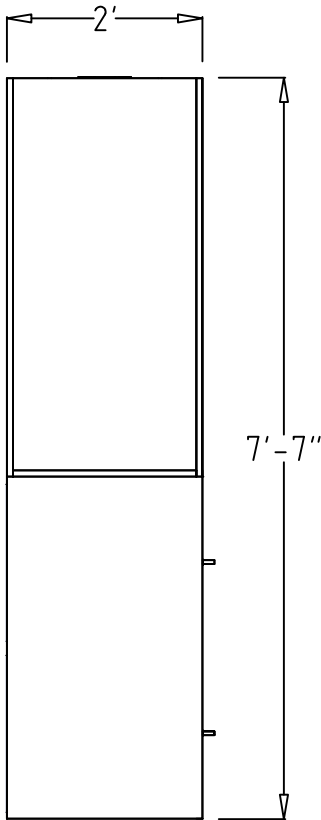
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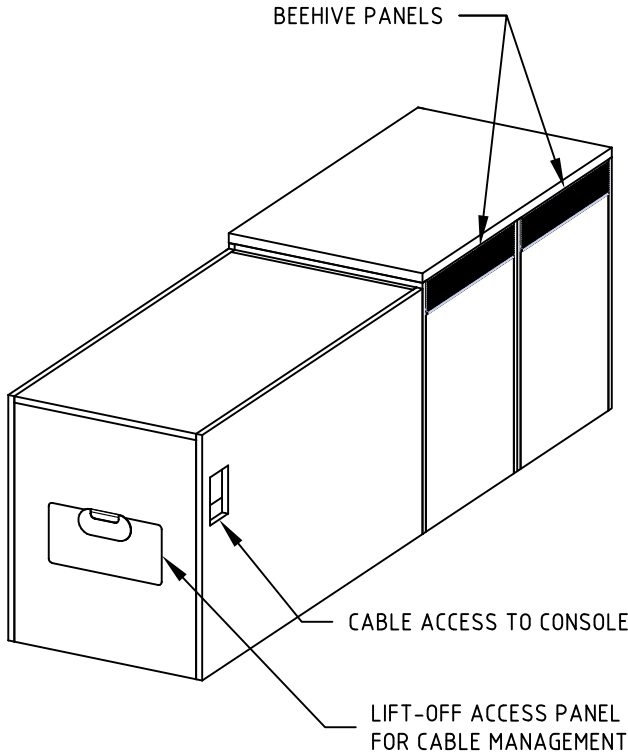
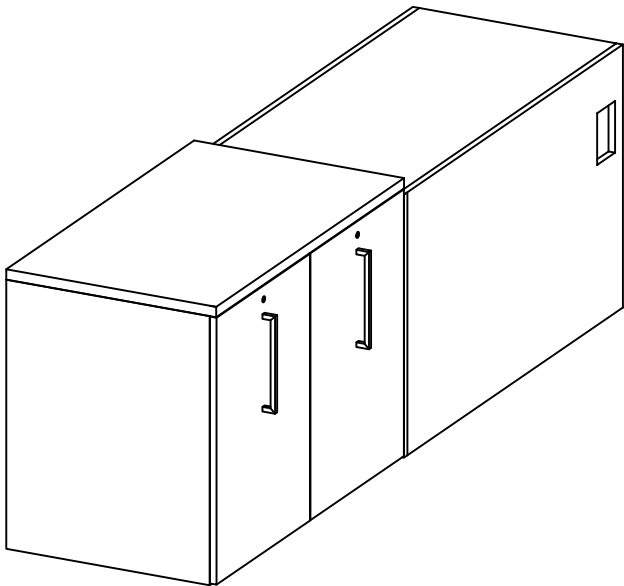
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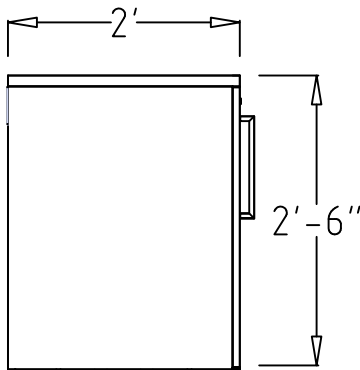
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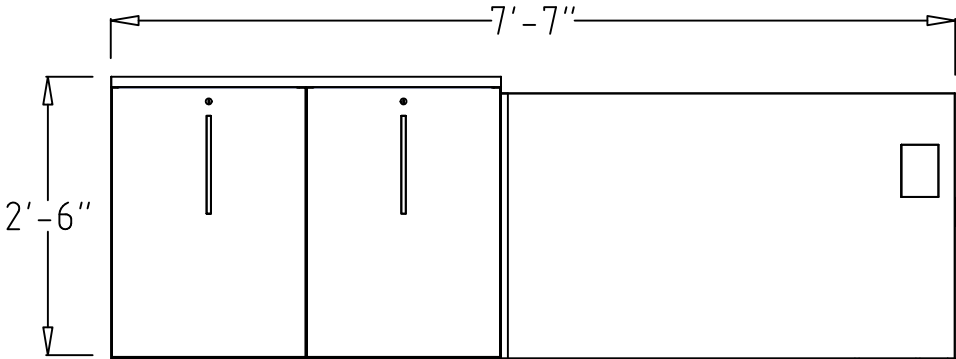
PLAN VIEW



ISOMETRIC VIEW



FRONT ELEVATION



SIDE ELEVATION



NOTES:

7 - PROPOSED, 3 FUTURE
EXPANSION

Colors Shown As:

Product Range:

MILL WORK

REV. 4		
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REV. 3		
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REV. 2		
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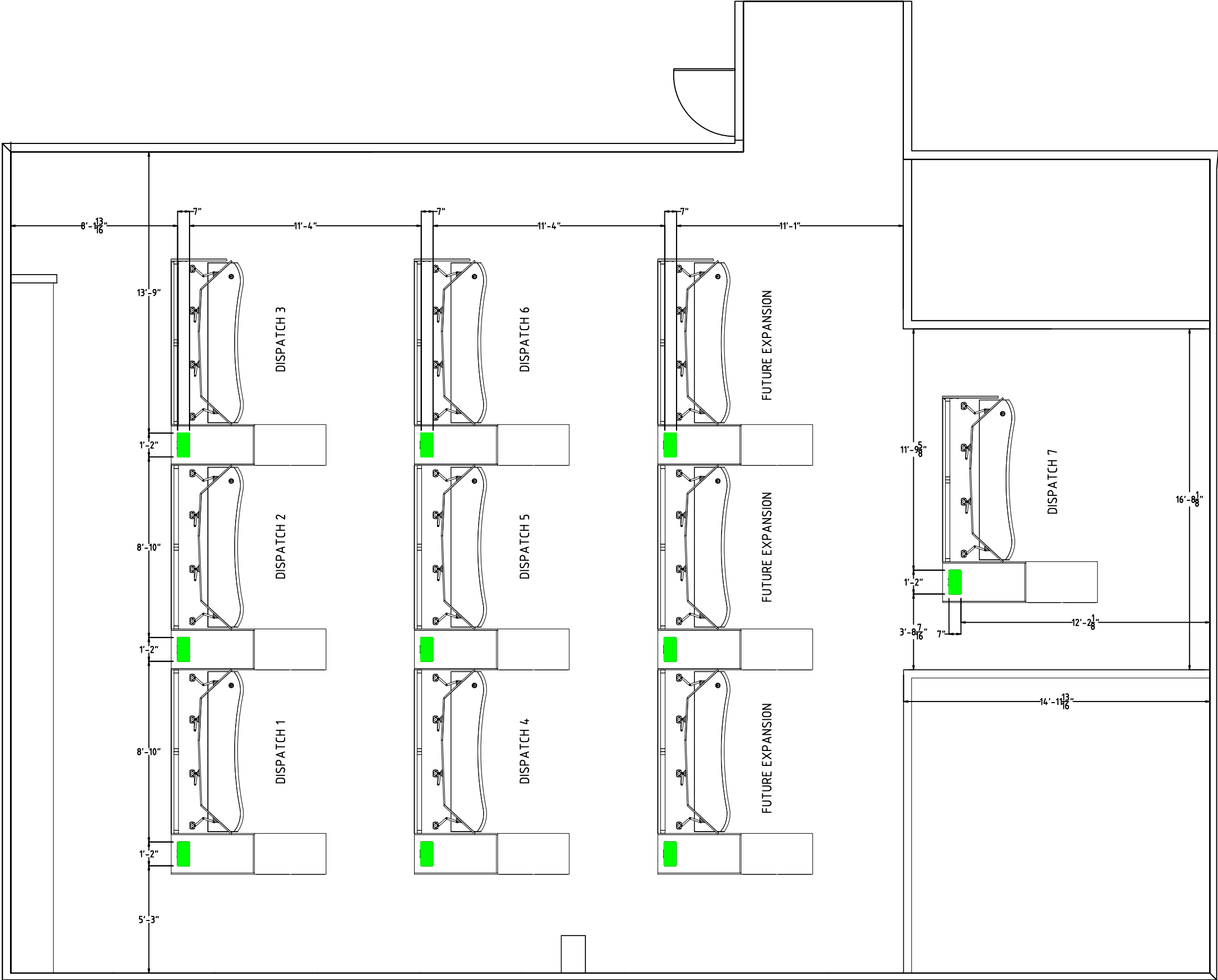
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
GAHANNA CIVIC CENTER



SHEET

4



 = CABLE/CONDUIT ACCESS LOCATIONS
IN THE REAR OF THE TECH CABINET.



NOTES:

CABLE ACCESS LOCATIONS

Colors Shown As:

REV. 4

REV. 3

REV. 2

REV. 1

REV. 0

07.25.25

K.M.

CHANGES: CREATED DESIGN PACKAGE

SCALE

N.T.S.

DRAWING #

EL2493

PAPER SIZE

17 x 11

PROJECT #

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GAHANNA CIVIC CENTER



SHEET

5



Winsted Company, LLC
2999 Ames Crossing Road, Suite 300
Eagan, MN 55121

+1 (952) 944-9050
sales@winsted.com

Sales Quote

Page: 1

Quote Number: S-QTE008876
Quote Date: 7/22/2025

Sell

To: Gahanna Police Department
460 Rocky Fork Blvd
Columbus, OH 43230
USA

Ship

To: Gahanna Police Department
460 Rocky Fork Blvd
Columbus, OH 43230
USA

Customer ID: C0199910
Project Designer: Elizabeth Lee
Ship Via:
Terms: To be determined
Prices shown are quoted in USD

Item No.	Description	Unit	Quantity	Unit Price	Total Price
15001	Emergent - Single-Sided WS	Each	7	14,137.99	98,965.93
15000	Tech Cabinets	Each	7	5,298.33	37,088.31
15004	Laminate End Panels	Each	6	242.00	1,452.00

10202	Onsite Assembly	Each	1	21,255.00	21,255.00
FREIGHT_OUT	Freight / Shipping / Handling OUT to customer	Each	1	14,002.98	14,002.98

Amount Subject to Sales Tax: 0.00
Amount Exempt from Sales Tax: 172,764.22

Subtotal: 172,764.22

Total Sales Tax: 0.00

(USD) Total: 172,764.22

QUOTES ARE VALID FOR 30 CALENDAR DAYS.

Sales tax amounts are **estimates**; exact amount will be recalculated at time of sale based on date, ship-to location, and shipping terms. Exemption certificates must be provided to ar@winsted.com prior to shipping to avoid sales tax charges (US orders).

CUSTOMER CARE GUARANTEE



LIFETIME

- All fixed steel structure frame components
- Adjustable, sliding, or hinged components
- Laminated surfaces

10-YEAR

- Power actuated lift mechanisms
- General electrical components
- Monitor mounts and accessories

5-YEAR

- Labor and delivery of warranted components delivered within the 48 contiguous United States



Winsted wants to keep the world running when and where it matters most in your mission critical setting. Clearing a path to productivity, our cleaning and maintenance program keeps your console equipment operating at top performance.

Benefits of our service and maintenance program include:

- Free-up internal resources to focus on other business critical equipment
- Guaranteed Winsted certified technician performing work
- Guaranteed Winsted certified parts
- More equipment uptime
- Access to Winsted Customer and Technical Support for all product related issues
- Mitigate risk
- Longer life of equipment and components
- Increased equipment availability and reliability

Our control room cleaning and maintenance service includes:

- Access to Winsted Customer Support
- In-Warranty Expedited Support
- Post-Warranty Expedited Support
- Winsted Certified Parts
- Expedited Replacement Parts
- In-Warranty Coverage of Parts and Labor
- Cleaning of console, cavities, wires, lift mechanism, cables, monitor mounts, and provided accessories
- Hinge repair, console alignment
- Annual Preventive Maintenance and Repair Visit



VALUE. Winsted provides best in class support to our customers. Trained representatives use our 3D process to help develop a full solution for your space including ergonomic evaluation, traffic flow optimization, and sightline analysis. The team gathers project information during the discovery phase. We specialize in design support to help lay out the project. The team can provide in the field

support and will provide post project follow up during our delivery phase.

PRODUCT OFFERING. Winsted offers the most complete line of products in the industry, designed to fit a variety of needs within almost any organization. From control room consoles and military command centers, to network operation centers and process control applications. Winsted pledges to provide products that meet today's needs, as well as anticipating future technology requirements.

PRODUCT DEVELOPMENT. The process never stops. Winsted is known as the industry leader. Our team is continually working to provide new solutions as technology changes.

AVAILABILITY. Winsted supplies metal consoles and racks from stock and provide custom solutions. Call for product specific delivery times.

DEMOLITION AND MOVING SERVICE. Winsted offers tear down and disposal of your existing control room. The team also offers moving service of your existing control room. Trust the specialist to ensure the process is seamless for the end users.

FLAT-PACKED, PRE-ASSEMBLED, INSTALLED. Winsted will drop-ship orders directly. Every order has three options for shipment:

1. Flat-packed - Reduces shipping costs and provides the fastest delivery.
2. Pre-assembled prior to shipping - Reduces customer set-up time.
3. Installed - Product installed by trained Winsted technicians.
Call for on-site installation cost.

FREIGHT. Call Winsted for your free freight quote, this takes the guesswork out of your quotation. We can provide CIF quotations for all orders, which helps the customer understand the true cost of the product.

CUSTOMER SERVICE. Specialists are individually empowered to handle issues and resolve situations efficiently and fairly.

SATISFACTION GUARANTEED. Winsted Products are guaranteed to be free of manufacturing defects. If any product is determined to be unsatisfactory, call our Customer Service Department Toll-Free 800.447.2257.



TERMS AND CONDITIONS

DRAWINGS

Any drawing submitted to the Customer under this quotation must be signed-off as "approved for manufacture" and returned with applicable purchase order. All subsequent revisions or design changes will supersede and override previous versions.

FINISHES/COLOR SELECTIONS

Casework, cabinetry, frame, end panel and work surface color selections must be selected prior to purchase order submission. Failure to provide this necessary information at the time of purchase will delay order submission. Product material sourcing will be delayed until required finishes/color selections are made. All product lead times are based on the date of which Winsted receives a complete purchase order including finish and color selections.

PURCHASE ORDERS

Send to: Winsted
2999 Ames Crossing
Eagan, MN 55121

Fax to: 952.944.1546 **Email:** orders@winsted.com

All purchase orders must include the following information to be considered a complete order in preparation for sales order processing:

- Signed quote drawing
- Finishes / color selections
- Delivery conditions / desired delivery date
- Onsite assembly requirements/desired installation date
- Bill to & Ship to information

Quotes are valid for 30 days from date of issue and may only be extended in writing by Winsted

PAYMENT TERMS

Credit terms are established by Winsted based upon information provided and at the sole discretion of Winsted. Terms may vary from cash at time of order up to and including open credit with payment due 30 days from invoice. **A 3% processing fee will be applied on all credit card purchases.**

Credit card purchases not accepted on international orders. Orders will not be shipped if any past invoices exist on the account.

Outstanding past due balances are subject to a finance charge of 1.5% per month. All terms, conditions and prices are subject to change without notice.

CHANGE ORDER & CANCELLATION POLICY

Change Order Requests

Given the custom nature of our products, changes to an order are not possible once it has been processed and entered into the manufacturing master scheduler.

Any requests for changes to the design or scope of work post-production shall be made in writing. Winsted will notify the purchasing agent/ customer if it is determined possible to accommodate the change order request. If it is identified that the order has not hit production floor and it is determined that we can make changes, Winsted will provide a new quote covering the cost and lead time impact of the change. If the customer is interested in proceeding with desired changes, Winsted will produce a new set of drawings for review and approval. No changes will be made without sign-off of the updated quote and drawing by the purchasing agent/customer.

Cancellation Requests

Cancellation requests must be submitted in writing and approved by a Winsted Representative. Upon acceptance of canceled order, a cancellation charge of 15% of the contract amount will be incurred over and above the cost of materials produced or in production, labor or other services performed, freight, taxes and any other out of pocket expenses incurred by Winsted.

BUYERS DELAY

Winsted manufactures products to order based on valid purchase orders and deploys manufacturing resources necessary to meet scheduled delivery requirements outlined in the order.

Upon request Winsted may at its sole discretion provide storage for the first 60 days from the original ship date at no cost. A Winsted representative may authorize an additional extension for product layaway.

Products stored beyond 90 days will incur an additional charge equal to 5% of the total purchase price per month for each additional month the project shipment is delayed.

The purchasing agent/customer may choose to arrange their own storage, in which case all product damage claims will become the responsibility of the customer and their storage provider.

Laurie A. Jadwin

Name of Authorized Purchaser (Print)

Signature of Authorized Purchaser

Mayor

Title of Authorized Purchaser

City of Gahanna

Company Name (Print)

25001125

P.O. Number

8/19/25

Date of Authorization



ON-SITE ASSEMBLY TIERS

Delivery Conditions/On-Site Assembly

Shipping information and installation requirements must be specified prior to purchase order submission. Additional services or alteration to the scope (including additional shipments or installation trips) as quoted, will result in additional charges.

Failure to provide confirmation of shipment address, receiving dock restrictions/requirements and primary on-site contact information for delivery will delay order processing and therefore delay shipment of desired products

WINSTED CERTIFIED ON-SITE INSTALLATION PROGRAM	SILVER Package	GOLD Package	PLATINUM Package
Winsted standard installation Unpackage items, inspect product, take inventory, and assembly quoted items	✓	✓	✓
Move produce from staging area to installation room		✓	✓
Consolidate and dispose of waste to on-site dumpster (Dumpster provided by customer)		✓	✓
Installer scheduled to arrive at the time of shipment arrival to perform service of unloading product			✓
Installer to consolidate and dispose waste (Dumpster/off-site disposal provided by Winsted)			✓
Required background screening and drug testing			✓
Site escort requirements			✓
On-site certification requirements			✓
Union or prevailing wage requirements (speak with a Winsted Representative for details)	Additional 20%~ Speak with your Winsted Representative for details		

ON-SITE ASSEMBLY SELECTIONS

Client interested in on-site assembly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the job require union labor or prevailing wages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Select On-Site Assembly Package	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold <input type="checkbox"/> Platinum



DELIVERY CONDITIONS

Order #:

Please confirm shipping address:

Company:

Street Address:

Building, Suite, Unit, Floor #:

City:

State:

Zip:

Please provide a receiving contact and their phone number

Contact:

Phone:

is there a truck height loading dock to accept the delivery?

☐ Yes ☐ No

If no, what are the delivery conditions?

What are the delivery days and hours?

Day?

Hours?

Is there any security or clearance issues we need to know about?

Please provide a contact to arrange on-site assembly (if applicable)

Contact:

Email:



ON-SITE ASSEMBLY

Order Details

Order #: _____

Date: _____

Project Specifications

Please answer the questions to ensure a quality install and accurate quote. Failure to answer may lead to an increase in assembly cost.

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is this a union job site? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is prevailing wage required? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a safety or orientation class required? *If yes, length of class: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Any specific site requirements? (i.e. background check/drug test) *If yes, please advise check required: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Any security clearances the installer will have to go through? |

Receiving (if applicable)

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will the installer be responsible for the receiving/unload? (Extra fees will apply.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there an accessible loading dock? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be moving equipment on-site? (Pallet jack, forklift, carts, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the project on the first floor of the building? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a freight elevator? |
| | | How far to staging area? _____ |

Room Specifications

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Will the room be free and clear? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the installers have to disassemble in the room before assembly? (Extra fees will apply.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Is it a live room? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will noise be an issue? |
| <input type="checkbox"/> | <input type="checkbox"/> | What are the door sizes? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the skids need to make it past any tight corners? |
| | | What kind of floor? (Tile, carpet, raised floor, etc.) _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the installer required to remove packing material? *If yes, is there an available container on-site? (Extra fees may apply.) |

Site Contact Details Required Prior to Shipment

Name: _____ Email: _____ Phone: _____

Additional Comments



THANK YOU