



To: Gahanna City Council
Jeremy VanMeter, Clerk of Council

From: Kevin Schultz, Senior Director of Operations
Mayor Laurie A. Jadwin

Cc: Priya Tamilarasan, Esq., City Attorney
Joann Bury, Director of Finance

Date: August 6, 2025

Re: Report to Council (August 11, 2025 COTW Meeting)

ACTION ITEMS

ACTION ITEM # 1: ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH WINSTED COMPANY, LLC FOR FURNITURE PROCURMENT AND INSTALLATION SERVICES RELATED TO THE RENOVATION AND EXPANSION OF 825 TECH CENTER DR.

The property located at 825 Tech Center Drive was identified as an ideal property and building to address the operational needs for Police Headquarters, City Hall and Senior Center. On September 6, 2022, City Council voted unanimously to acquire 825 Tech Center Drive. The City is in the process of renovating, expanding and constructing an additional 31,000 square feet of space needed to meet existing and anticipated operational needs for those three city functions over the next 30 years.

Following purchase of the building, the City has been engaged in the process of designing the renovation and expansion of the building, and construction of the facility began in May 2024. Regular updates on this project have been held with Council since its inception. Furniture procurement is the final piece to bring this project to completion. The Administration released a Request for Proposals (RFP) for furniture procurement. A total of three (3) qualified proposals were received, evaluated, and scored. The procurement of 9-1-1 Center Consoles was a bid alternate. It was determined that a direct purchase by the City would save significant dollars and have chosen to contract directly with Winsted Company, LLC and Thomas Shelby & Company.

Winsted's proposal sets forth a project budget for the procurement of seven (7) Communication Consoles of One Hundred Seventy-Two Thousand, Seven Hundred Sixty-Four and 22/100 (\$172,764.22). Adding a seven percent (7%) contingency fee that can only be utilized with written permission from the City, the total budget for this portion of the procurement project is One Hundred Eighty-Five Thousand and 00/100 (\$185,000.00).

The Administration respectfully requests 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. In order to secure pricing and avoid potential cost increases, both **Waiver and Emergency** are requested. Funds for this portion of the project are already budgeted and allocated and will be used to fully fund this contract.

Requested Legislation and Funding

Legislation Needed:	Ordinance
Emergency/Waiver:	Waiver and Emergency
Vendor Name & Address:	Winsted Company, LLC 2999 Ames Crossing Road Suite 300 Eagan, MN 55121
Already Appropriated:	FA-24-01 - 825 Tech Center Dr Office Furniture EQ-25-02 - 911 Dispatcher Workstations
Supplemental/Transfer:	N/A

Attachments:

DOS-ATT – Gahanna Civic Center (OH).06 Quote

Contract Approvals

- This item has been approved by the Mayor
- This item has been approved by the Director of Finance
- This item has been approved by the City Attorney