

**RESOLUTION 2024-76**

**RESOLUTION ACCEPTING QUOTES AND AWARDING THE CONSTRUCTION CONTRACT FOR THE CITY OFFICE EXPANSION NOT TO EXCEED \$8500.00.**

**WHEREAS**, the City Council of the City of West Branch, Iowa, has deemed it necessary to hire additional administration staff to continue to provide efficient service to its residents and the growing community; and

**WHEREAS**, it is now necessary to add additional office space for to accommodate office staff; and

**WHEREAS**, the City Administrator solicited quotations for the office space expansion project; and

**WHEREAS**, two sealed quotations were received by local contractors; and


**WHEREAS**, the bid from Laughlin Design (Roger Laughlin), of West Branch, Iowa, was the lowest responsive, responsible bidder in an amount of \$8,500; and

**WHEREAS**, the City Administrator has recommended to the City Council that the contract be awarded to Laughlin Design of West Branch, IA.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa, that all bids have been accepted and that Laughlin Design be awarded the construction contract for said Project as the lowest responsive, responsible bidder in an amount of not-to-exceed \$8,500.00.

**BE IT FURTHER RESOLVED**, that the Mayor Pro Tem and City Clerk are hereby directed to execute said contract on behalf of the City.

**Passed and approved this 15th day of July, 2024.**

  
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Tom Dean, Mayor Pro Tem

ATTEST:

  
\_\_\_\_\_  
Heidi Van Auken, Deputy Clerk/ Finance Officer

**LAUGHLIN  
DESIGN**

25 Greenview Circle  
West Branch, IA 52358  
Phone 319-330-8942  
laughlin@lcom.net

# Estimate

Date
6/18/2024

City of West Branch  
110 Poplar St.

Description	Total
<p>CITY OFFICE EXPANSION</p> <p>I propose to construct the new office as outlined in the attached Project Overview and Scope of Work . I could begin work on July 2nd and complete in approximately two weeks. For the sum of :</p>	8,500.00

Signature Roger Laughlin

<b>Total</b>	\$8,500.00
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## Adam Kofoed

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**From:** Roger Laughlin <laughlin@lcom.net> on behalf of Roger Laughlin  
**Sent:** Friday, July 5, 2024 3:41 PM  
**To:** Adam Kofoed  
**Subject:** City office expansion

My bid of \$8,500.00 includes the following :

**Materials:**

- All materials including framing lumber, window glass & trim, ceiling tiles, vinyl base, paint.
- All other materials necessary to complete the work.

**Electrical:**

- Remove existing outlets and switches in walls to be demolished.
- Relocate existing light fixture into new office.
- Add new outlets and switches as required by customer.

**Drywall :**

- Remove existing drywall as required .
- Install new drywall on new framing, patch drywall where existing door is removed.
- Smooth finish and paint all new surfaces to match existing.

**Services:**

- Demolish existing wall, remove door and frame.
- Frame new walls, reinstall existing door, install and trim glass panel (size to match existing )
- Install trim and vinyl base, re-install ceiling tiles to match existing
- Keep environment as dust free as possible, dispose of all waste materials.
- Protect existing carpet from damage.

Roger Laughlin