



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
253-858-3400 – info@penmetparks.org
www.penmetparks.org

REGULAR MEETING AGENDA

September 17, 2024, 6:00 PM

Rosedale Hall, 8205 86th Avenue NW, Gig Harbor, WA 98332

Call to Order

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President			
Laurel Kingsbury, Clerk			
Kurt Grimmer			
Steve Nixon			
William C. (Billy) Sehmel			

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

3a. [Financial Review - July 2024](#)

ITEM 4 Board Committee Reports

4a. Park Services Committee

4b. Finance Committee

4c. Administrative Services Committee

4d. Recreation Services Committee

4e. Campaign Committee

4f. External Committees

ITEM 5 Public Comments:

This is the time set aside for the public to provide their comments to the Board on matters related to PenMet Parks. Each person may speak up to three (3) minutes, but only once during the citizen comment period. Anyone who provides public comment must comply with Policy P10-106 providing for the Rules of Decorum for Board Meetings. A copy of the policy is available at each meeting and at www.penmetparks.org

ITEM 6 Minutes

6a. [Approval of the September 10, 2024 Study Session Minutes](#)

6b. [Approval of the September 10, 2024 Regular Meeting Minutes](#)

ITEM 7 Consent Agenda



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
253-858-3400 – info@penmetparks.org
www.penmetparks.org

ITEM 8 Unfinished Business

ITEM 9 New Business

9.1 [Resolution P2024-013 Authorizing the Executive Director to Sign the Agreement with MBI Seattle to Purchase Furniture for the PenMet Parks Recreation Center](#)

9.2 **Single Reading Resolutions Requiring One Reading for Adoption**

9.3 **Two Reading Resolutions Requiring Two Readings for Adoption**

ITEM 10 Comments by Board

ITEM 11 Next Board Meetings

October 1, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the PenMet Parks Administrative Headquarters – 2416 14th Ave NW, Gig Harbor, WA 98335

ITEM 12 Adjournment

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.



Financial Review – July 2024

Board of Park Commissioners Meeting
September 17, 2024

General Fund

General Fund Revenue: Budget-vs-Actual

General Fund Revenue	July 2024 Actual	YTD 2024 Actual	2024 Budget
Real and Personal Property Tax	39,600	4,667,357	8,524,917
Sales Tax	47,893	322,616	540,000
Private Harvest Tax	-	3,016	2,000
Leasehold Excise Tax	23	695	5,000
REET Funds	-	-	143,000
Investment Interest	80,837	548,105	380,000
Deposits Received	1,576	16,682	-
Other General Fund Revenue	-	10,232	5,000
Sale of Machinery & Equipment	-	-	10,000
Total General Fund Revenue	169,929	5,568,703	9,609,917

- Actuals are right on target (58%) with budgeted revenue.
- Actuals have exceeded budget in investment interest income (the July interest rate was 5.409%, up from June's 5.389%).

General Fund Expenses: Budget-vs-Actual

- General Fund expenses are under budget @ ~45% spent YTD.

General Fund Operating Expenses By Division	July 2024 Actual	YTD 2024 Actual	2024 Budget
Legislative	11,044	90,035	183,095
Executive	24,826	278,169	593,561
Finance & IT	105,309	554,972	1,357,515
Administrative Services	49,220	322,044	688,925
Recreation Services	23,872	155,402	297,553
Maintenance & Operations	138,902	930,427	1,943,414
Park Services	49,736	348,165	830,162
Total General Fund Expenses	402,908	2,679,214	5,894,225

Recreation Enterprise Fund

Recreation Enterprise Fund

Revenues by Program Type

Recreation Revolving Fund Revenue	July 2024 Actual	YTD 2024 Actual	2024 Budget
Donations	-	157	2,500
Sponsorship	5,625	10,170	50,000
Program Fees - Sports & Fitness	37,973	311,653	559,701
Program Fees - Adaptive Rec	605	4,605	30,027
Program Fees - Camps	36,342	253,052	275,226
Program Fees - Youth Programs	805	18,568	48,721
Program Fees - Adult Programs	326	7,024	14,872
Program Fees - Senior Programs	1,502	30,389	48,759
Event Fees	-	60	20,020
Total Recreation Revolving Fund Revenue	83,178	635,679	1,049,826

Highest % Earned vs. Budget YTD for Program Revenue was:

- Camps (92%)
- Senior Programs (62%)
- Sports & Fitness (56%)



Recreation Enterprise Fund

Expenses by Program Type

- Recreation expenses are trending under budget YTD (~52% spent vs. budgeted).
- More labor that has been coded to “General Rec Expenses” will get coded to programs/events as the year progresses.

Recreation Revolving Fund Expenses	July 2024 Actual	YTD 2024 Actual	2024 Budget
Software for Rec Program	79	10,559	10,536
Uniforms	-	244	1,750
Sports & Fitness	16,238	212,438	484,344
Adaptive Recreation	5,244	32,342	98,037
Camps	51,406	89,199	311,567
Youth Programs	1,447	16,287	80,705
Adult Programs	930	5,296	17,113
Senior Programs	12,536	61,333	99,691
Special Events	26,981	90,322	118,535
General Recreation Expenses	31,535	229,104	201,730
Total Recreation Revolving Fund Expenses	146,396	747,123	1,424,008

Facility Enterprise Fund

Facility Enterprise Fund Revenue: Budget-vs-Actual

Facility Enterprise Fund Revenue	YTD 2024 Actual	2024 Budget
Facility Rental Fees- CRC Admin	-	11,550
Facility Rental Fees- CRC Phase II	-	33,300
Park & Field Rental Fees	45,759	165,350
Facility Rental Fees	15,853	97,500
Facility Membership Fees	-	17,975
Long Term Golf Course Lease	55,365	72,000
Housing Rentals/Leases	27,203	43,463
Concession Lease Facilities	-	1,000
Total Facility Enterprise Fund Revenue	144,179	442,138

- We anticipate facility rental revenue to increase as the year progresses. With the Rosedale Hall renovation complete, the facility is back in the rental pool.
- Through July, rental income from athletic fields is the highest YTD (~\$32K), followed by rental income for the Volunteer Vern Pavilion (~\$13K).

Facility Enterprise Fund Expenses: Budget-vs-Actual

- Wages & benefits are low due to open & budgeted positions for the Rec Center, as well as shared positions with Recreation Services that haven't been spending as much time on facility rentals.

Facility Enterprise Fund Expenses	YTD 2024 Actual	2024 Budget
Wages & Benefits	69,319	266,913
Operating Supplies - Facility Rentals	2,237	10,000
Minor Equipment - Facility Rentals	2,496	10,000
Sales Tax - Facility Rentals	4,836	24,924
ActiveNet Fees on Rentals	4,107	11,293
Total Facility Enterprise Fund Expenses	82,994	323,130

Facility Enterprise Fund 2024 Projected

- Staff will recommend the Board consider adopting an amendment to the 2024 Operating Budget in October. Due to the construction completion for the Recreation Center extending to 2025, several funds will have reduced expenses and revenues associated with the Recreation Center operations.

Capital Fund

Capital Fund

- 2024 Capital Budget is ~\$2.4MM, we are @ \$10.3MM spent through July.



PenMet Parks Recreation Center

- ~\$8.4MM



Rosedale Hall Renovation

- ~\$1.1MM



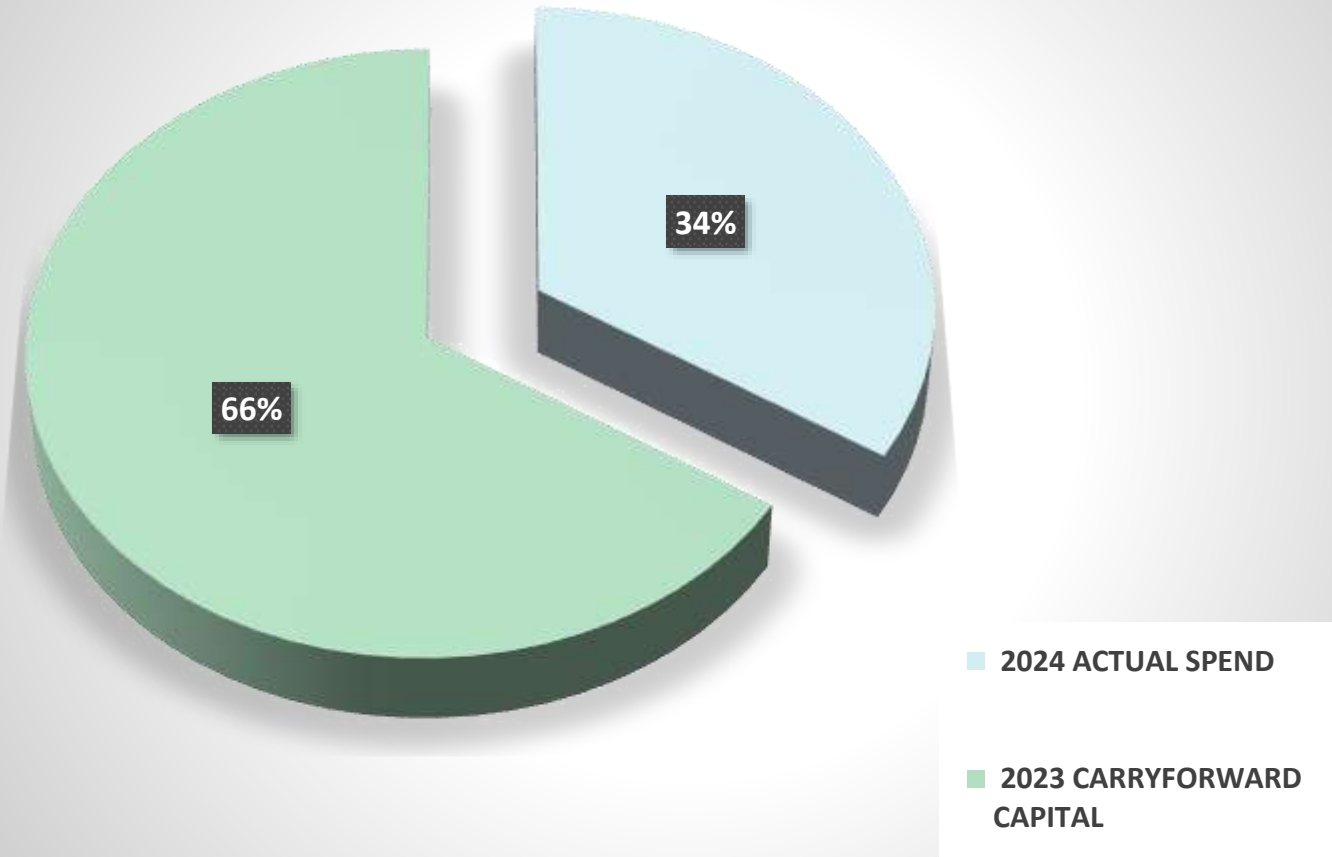
Sehmel Playground Resurfacing

- ~\$111K

Capital Fund Carryforward

- Approx. \$31MM carryforward in the Capital Fund from 2023.

2024 Actual vs. 2023 Capital Carryforward



Capital Fund Interest Income

- As part of the 2024 budget process, \$500K was reserved in the Capital Fund to pay bond arbitrage this year.
- The District anticipates spending the bond funds fully this year and paying arbitrage out of the amount budgeted in the reserve.

Capital Fund Interest Income

- Nearly \$347k in interest income is realized through July.
- Interest income is reflected in the draft 2025 Capital Improvement Plan and Capital Budget.

Month	Amount
January	\$64,748
February	\$60,804
March	\$58,522
April	\$50,534
May	\$42,644
June	\$37,762
July	\$31,686
TOTAL	\$346,700





Thank You

Questions?



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
253-858-3400 – info@penmetparks.org
www.penmetparks.org

STUDY SESSION MINUTES

September 10, 2024, 5:30 PM

PenMet Parks Administrative Headquarters- 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order time: 5:31 p.m.

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President		X	
Laurel Kingsbury, Clerk	X		
Kurt Grimmer	X		
Steve Nixon	X		
William C. (Billy) Sehmel	X		

Quorum: Yes

Commissioner Kingsbury served as acting President and appointed Commissioner Nixon as acting Clerk.

ITEM 1 Board Discussion

1a. Mobile Rec Summer Recap

- PowerPoint presentation by Manager of Recreation Services Brycen Toney.
- **Board question:** was the program advertised in Peachjar? **A:** Yes. **Q:** What marketing strategies were effective? **A:** Participants seemed to learn about the program through Peachjar, PenMet Parks e-newsletter, and word of mouth. **Comments:** consider highlighting free recreation programs for kids in future marketing to avoid confusion. Consider including a QR code on banners with more information. Consider involving Communities in Schools and PSD in marketing to raise awareness. **Q:** Moving forward, can the program be promoted earlier in the year, such as at the spring egg hunt? **A:** Yes. **Comments:** Consider expanding the program to other sites like the Rec Center, Discovery Elementary, and sites near Crescent Valley and Gig Harbor North in the future. **Comments:** appreciated community partnerships. **Comments:** Complimented staff on a successful program. Looking forward to seeing the program grow in the future.

ITEM 2 Adjournment time: 5:59 p.m.

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
253-858-3400 – info@penmetparks.org
www.penmetparks.org

is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
253-858-3400 – info@penmetparks.org
www.penmetparks.org

REGULAR MEETING MINUTES

September 10, 2024, 6:00 PM

PenMet Parks Administrative Headquarters- 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order time: 6:04 p.m.

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President		X	
Laurel Kingsbury, Clerk	X		
Kurt Grimmer	X		
Steve Nixon	X		
William C. (Billy) Sehmel	X		

Quorum: Yes

Commissioner Kingsbury served as acting President and appointed Commissioner Nixon as acting Clerk.

ITEM 1 President's Report: none

ITEM 2 Executive Director's Report

- Introduction of new employee Daniel Wood, Building Services Specialist
- Rosedale Hall ribbon cutting scheduled for 4:30 p.m. on September 17
- Peninsula Gardens Master Planning process is underway. A community meeting is scheduled for 6 p.m. on September 19.
- Scarecrow Festival will be held on October 5. PenMet Parks is accepting entries for the Scarecrow Contest though October 2.

ITEM 3 Special Presentations

3a. Financial Review - June 2024

- PowerPoint presentation by Director of Finance Jessica Wigle.
- Board question: Does tennis revenue include pickleball? A: No, it only reflects tennis camps.
- Board feedback: complimented the presentation.

ITEM 4 Board Committee Reports

4a. Park Services Committee

- The Committee met on August 13, 2024.
- The Special Project Manager position is reclassified to Capital Project Manager.
- Construction project updates:



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
 253-858-3400 – info@penmetparks.org
www.penmetparks.org

- Sealcoating at Sehmel Homestead Park on September 5 and 6.
- Acoustic panels are being installed at Rosedale Hall.
- The shoreline restoration and park improvements are being coordinated at the Tacoma DeMolay Sandspit Park.

4b. Finance Committee

- The Committee met on August 21, 2024.
- The PERS employer contribution rate is changing to 9.11% effective September 1, 2024.
- PenMet Parks is tracking bond interest income and bond arbitrage. The reserve created in 2024 in the Capital Fund is expected to be sufficient for arbitrage.
- 2025 Finance and IT budget preview.

4c. Administrative Services Committee

- The Committee met on August 27, 2024.
- Division update.
- Update on 2024 compensation study.
- Discuss content for new information screen installed at Sehmel Homestead Park.

4d. Recreation Services Committee

- The Committee met on August 22, 2024.
- Fall youth soccer and youth flag football leagues are formed.
- Several new fall programs are added.
- Planning is underway for Scarecrow Festival.
- Recreation Center operations planning is underway. Staff are refining the facility schedule, staffing plan, and developing policies and procedures.
- 2025 budget preparation is underway.
- The Committee previewed the new PenMet Parks registration app that will roll out by the end of the year.

4e. Campaign Committee

- The Committee met on September 5, 2024.
- Update on Recreation Center capital campaign and next steps.

4f. External Committees: None

ITEM 5 Public Comments: None

ITEM 6 Minutes

- 6a. **Approval of the July 30, 2024 Special Meeting - Board Retreat Minutes**
- 6b. **Approval of the August 6, 2024 Special Meeting - PenMet Parks/Peninsula School District Partnership Ceremony**
- 6c. **Approval of the August 6, 2024 Study Session Minutes**
- 6d. **Approval of the August 6, 2024 Regular Meeting Minutes**



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
 253-858-3400 – info@penmetparks.org
www.penmetparks.org

6e. Approval of the August 20, 2024 Special Meeting - Executive Session Minutes

Commissioner moved to adopt the minutes as presented.

Commissioner seconded.

Roll call vote. Approved unanimously. Motion carried.

ITEM 7 Consent Agenda

7a. Resolution C2024-017 Approving August Vouchers

7b. Resolution C2024-018 Approving Asset Names for Certain PenMet Parks Recreation Center Campus Facilities

Commissioner moved to adopt the consent agenda as presented.

Commissioner seconded.

Roll call vote. Approved unanimously. Motion carried.

ITEM 8 Unfinished Business: None

ITEM 9 New Business: None

9a. Purchasing Resolutions Requiring One Reading for Adoption

9b. Single Reading Resolutions Requiring One Reading for Adoption

9c. Two Reading Resolutions Requiring Two Readings for Adoption

ITEM 10 Comments by Board

- Commissioner Nixon: attended the Pierce County Council meeting on August 27 and reported the budget ordinance that appropriates park impact fee funds to PenMet Parks passed. Attended the memorial service for former PenMet Parks Executive Director Terry Lee.
- Commissioner Sehmel: thanked staff for arranging a park site tour with 26th District legislators.
- Commissioner Kingbury: complimented the paving and project communication at Sehmel Homestead Park.

ITEM 11 Next Board Meetings

September 17, 2024 with a special Study Session start time of 4:30 PM for the Rosedale Hall Ribbon Cutting Ceremony and Regular Meeting at 6:00 pm at Rosedale Hall - 8205 86th Ave NW, Gig Harbor, WA 98332

ITEM 12 Adjournment time: 6:33 p.m.

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
253-858-3400 – info@penmetparks.org
www.penmetparks.org

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Sue O'Neill, Director of Park Services

Date: September 17, 2024

Subject: **Resolution P2024-013 Authorizing the Executive Director to Sign the Agreement with MBI Seattle to Purchase Furniture for the PenMet Parks Recreation Center**

Background/Analysis

PenMet Parks is developing a new Recreation Center to provide enhanced park and recreation opportunities for our community. The District conducted significant community outreach during the feasibility and pre-design phases to identify our community's priorities for the Recreation Center. On December 7, 2021, the Board of Park Commissioners passed Resolution R2021-036 adopting the total project budget of \$31.6 million for the PenMet Parks Recreation Center.

The second phase of the project, the Recreation Center, requires furniture in the public spaces and staff work areas to provide a functional space that meets community needs. The adopted total project budget includes funds to purchase furniture.

Bid Process

PenMet Parks issued an Invitation to Bid for the Recreation Center Furniture on July 1, 2024 to three vendors. Sealed bids were due by 2 p.m. on July 15, 2024. Two bids were received. The lowest responsive and responsible bidder was identified as MBI Seattle. The bid summary is listed below.

Bidder	Bid Amount (including WSST)
Catalyst Workplace Activation	\$58,731.50
MBI Seattle	\$53,453.27



Budget Analysis

The approved project budget includes funds designated to purchase Fixtures, Furnishings, and Equipment. Staff received and reviewed pricing for design, purchase, and assembly of furniture for the Rec Center in the amount not to exceed \$53,453.27, inclusive of applicable WSST, which is within the total project budget.

Policy Implications/Support

1. The Board approved Resolution R2021-036 adopting the total project budget of \$31.6 million for the Recreation Center.
2. PenMet Parks followed the requirements in Policy P40-102: Purchasing Policy to solicit competitive pricing from three vendors.
3. Policy P10-101: Board Policy and Procedures states, in part, that the Peninsula Metropolitan Park District is accountable to its citizens for its use of public dollars.
4. The purchase is supported by the following 2024 Goals and Objectives:
 - Delight and Engage the Community
 - Create Meaningful Places

Staff Recommendation

Staff recommends the Board pass Resolution P2024-013 authorizing the Executive Director to sign the Agreement with MBI Seattle to purchase furniture for the PenMet Parks Recreation Center in the amount not to exceed \$53,453.27 exclusive of WSST.

Staff Contact

If you have any questions or comments, please contact Sue O'Neill at (253) 330-2638 or via e-mail at soneill@penmetparks.org.

Attachments

Exhibit A: Resolution P2024-013



Peninsula Metropolitan Park District

RESOLUTION NO. P2024-013

AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT WITH MBI SEATTLE TO PURCHASE FURNITURE FOR THE PENMET PARKS RECREATION CENTER

WHEREAS, the Board of Park Commissioners approved Resolution R2021-036 adopting the total project budget of \$31.6 million for the Recreation Center project; and

WHEREAS, PenMet Parks determined there is a need for furniture for the Rec Center to support planned uses; and

WHEREAS, PenMet Parks used a competitive bid process in accordance with the requirements in Policy P40-102: Purchasing Policy for the purchase and assembly of furniture at the Rec Center; and

WHEREAS, PenMet Parks received and reviewed pricing for purchase and assembly of furniture for the Rec Center in the amount not to exceed \$53,453.27, inclusive of applicable WSST.

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners, that the Executive Director be authorized to sign the Agreement for the purchase and assembly of furniture at the Rec Center in the amount not to exceed Fifty-Three Thousand Four Hundred Fifty-Three and 27/100 Dollars (\$53,453.27), inclusive of applicable WSST, in substantially the form attached as Exhibit A.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on September 17, 2024.

Maryellen "Missy" Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich



PENINSULA METROPOLITAN PARK DISTRICT
 PO Box 425
 Gig Harbor, WA 98335
 Phone: 253.858.3400
 Fax: 253.858.3401

PURCHASE ORDER
 Federal ID #: 33-1094284
 PO #: 2024-0027
 Date: 9/5/24

TO: MBI Seattle
ADDRESS: 600 Stewart St, # 1350
CITY, STATE: Seattle, WA 98101
PHONE: _____
ACCOUNT: _____

Park Name	Job Location #
Crescent Lake	312
Cushman Trail	310
Dog Park	308
Fox Island Ferry Landing	313
Fox Island Fishing Pier	314
Hales Pass Park	304
Harbor Family Park	307
Horseshoe Lake	322
Knight Forest	321
Kopachuck Heights	305
Madrona Golf Course	317
Maplewood	306
McCormick Forest Park	309
Narrows Park	311
Narrowsgate	320
Peninsula Gardens Park	319
Peninsula Recreation Area	315
Rosedale Park	302
Sehmel Homestead Park	301
Sunrise Beach Park	316
Tacoma DeMolay Sandspit Nature Preserve	318
Wollochet Estuary	303

Date:	Invoice #	Purchase:	QTY	PRICE	TOTAL	ACCOUNT NUMBER	JOB LOCATION	FUND (CLASS)
9/5/24		Project Management	1	\$1,780.00	\$1,780.00	594-76-65-300	32601	
9/5/24		Furniture, Delivery & Assembly	1	\$47,667.98	\$47,667.98	594-76-65-300	32601	
		See attachment						

Subtotal \$49,447.98
 Tax \$4,005.29
Total \$53,453.27

Purchasing Agent _____
 Executive Director _____

ATTACHMENT A to PO #2024-0027

PenMet Parks Recreation Center - Furniture	
Tasks	Cost
Task 1: Project Management	\$1,780
Task 2: Furniture, Delivery & Assembly	\$47,667.98
Task 3: Warranties and Close Out Documents	\$0
Subtotal	\$49,447.98
WSST 8.1%	\$4,4005.29
TOTAL	\$53,453.27

The Supplier shall provide, deliver, assemble, and make ready for use, all furniture as provided in plans and specifications. All labor equipment materials and any other costs related to delivery and assembly of the approved furniture will be the responsibility of the consultant/supplier. The Supplier will meet with owner at least 2 times to identify/confirm furniture for ordering, Submit selected furniture for approval by owner, Provide, Deliver, Assemble, and make ready for use, all furniture ordered.

- Task 1: Project Management
- Task 2: Furniture
- Task 3: Warranties and Close Out Documents

SCHEDULE

Project completion January 15, 2025, or as revised through an updated, approved schedule.

Task 01 – Project Management

The Supplier shall manage the project scope, schedule, and budget, including but not limited to:

- Confirmation of fitment prior to order. Ensure what is being selected fits in the spaces indicated on the plans.
- Timely order for delivery.
- Schedule and Updates.
- Manage delivery, assembly, close out including warranties for all furniture provided.

Assumptions:

- none

Deliverables:

- Plan Reviews (minimum 2) with owner to discuss any recommendations prior to order.
- Meeting agendas and notes, with revisions as required.
- Schedule and updates.
- Order all furniture per owners approved request.
- Provide all warranties, required care, and maintenance manuals for furniture provided.

Meetings:

- 2 meetings with owner to discuss any recommendations prior to order.

TASK 02 – Furniture

The Supplier shall provide, deliver, assemble and make ready for use all furniture per approved order. The Supplier shall provide all furniture prior to January 15, 2025 – unless otherwise approved by the owner.

Assumptions:

- None.

Deliverables:

- a) Provide, Deliver, and Assemble all furniture.
- b) Remove and properly dispose of all packing materials from job site.

TASK 03 – Warranties and Close Out Documents

The Supplier shall perform any warranty work in a timely manner as approved by the owner. The Supplier shall provide all standard warranty information for all furniture provided. Furniture and workmanship on assembly shall have a minimum 1 year warranty.

Assumptions:

- None.

Deliverables:

- a) Warranties (manufacturer's warranties – minimum one year for product and assembly)
- b) Timely repair or replacement of damaged furniture that is a result of manufacturer defect or any damage during assembly.
- c) Close out documentation including maintenance and cleaning requirements for all furniture, catalog information for replacement parts, and make and model of furniture supplied.

Quote #:
 Date Printed: 9/12/2024
 Sales Name:
 Sales Phone:

SOLD TO:




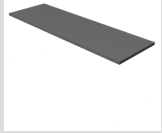
SHIP TO:








INSTALL:



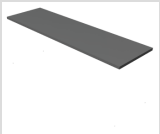




NOTES:




BILL OF MATERIALS

65458_PenMet_ All Areas_9-12-24

LINE	IMAGE	QTY	PRODUCT	TAG 1
1		1	LW110.20BF +Ped W-Pull,Mobile 20D B/F	HERMAN MILLER
			Slides SR +3/4-extension roller slides on box drawer, full-extension	
			Paint/Steel Type XS +textured paint on smooth steel	
			Surface Finish 91 +white	
			Lock KA +keyed alike	
			Drawer Interior NN +none	
			Handle HN +no hand grip	
2		1	DT1ACX48 Round Table with X Base, Standard Desk Height, 48" Wide	Admin 103 Entry KNOLL
			Base Finish 613T BASE: Silver (Textured) (CP)	
			Surface Finish Type (CORE) Core Laminates	
			Laminate Top Finish 118 TOP: Bright White	
			Edgeband Finish 118 EDGE: Bright White	
3		2	FT29B.1 +Surface Ganging Bracket,single	Admin 103 Entry HERMAN MILLER
4		1	FTS10.2472LS +Rect Surf,sq-edge,24" d,72" w,high-pressure lam top/thermoplastic edge,no brackets, for freestd or use w/ low crdnz	Admin 103 Entry HERMAN MILLER
			Top Finish 91 +white	
			Edge Finish 91 +white	

LINE	IMAGE	QTY	PRODUCT	TAG 1
5		1	FTS10.2478LS +Rect Surf,sq-edge,24" d,78" w,high-pressure lam top/thermoplastic edge,no brackets, for freestd or use w/ low crdnz Top Finish 91 +white Edge Finish 91 +white	Admin 103 Entry HERMAN MILLER
6		1	FV2A2.24FL +Open Support Leg,Archtrl Foot,Fxd Hght,Lft 24D Surface Finish 613 +silver	Admin 103 Entry HERMAN MILLER
7		1	FV2A2.2AFS +Open Support Leg,Archtrl Foot,Fxd Hght, 12D Shared Surface Finish 613 +silver	Admin 103 Entry HERMAN MILLER
8		2	FV696.57 +Stiffener, 57 3/8W	Admin 103 Entry HERMAN MILLER
9		2	PIA1B425PF +Verus Wk Chair, Assembled,TriFlex polymer back,standard-height range,semi synchronous w/ tilt limiter,fixed arms,fixed seat depth,not fire retardant Back Support Option N2 +no additional support Base/Frame Finish BK +black base/black frame TriFlex™ Polymer Material DCR +dark carbon Casters BB +2 1/2" hard caster, black yoke, carpet only Seat Fabric 1MN +monologue-Pr Cat 1 1MN_Colors 12 +monologue blue sky	Admin 103 Entry HERMAN MILLER
10		4	PIA4S1SP +Verus Side Chair, 4-Leg Base,4-leg base,Interweave 2 suspension back,fixed arms,not fire retardant Frame Color BK +black Leg Finish BK +black Interweave 2 Suspension Material 36504 +blue grotto Casters U4 +hard wheel caster, carpet only Seat Fabric 1MN +monologue-Pr Cat 1 1MN_Colors 12 +monologue blue sky	Admin 103 Entry HERMAN MILLER
11		1	DT1ACX48 Round Table with X Base, Standard Desk Height, 48" Wide Base Finish 613T BASE: Silver (Textured) (CP) Surface Finish Type (CORE) Core Laminates Laminate Top Finish 118 TOP: Bright White Edgeband Finish 118 EDGE: Bright White	Admin 103 WS KNOLL

LINE	IMAGE	QTY	PRODUCT	TAG 1
12		6	DV6ATS.2460M04E1 @Rect Table w/ T-Foot,sq-edge,24" d (23" surf size),60" w (58" surf size),thermally-fused lam top/thermoplastic edge,1 1/4" thick,electric std range,legs outbd (no surf mounted storage) Switch Option STS +simple up/down touch switch Top Finish 91 @white Edge Finish 91 @white Base Finish 613 +silver Cable Trough N @no cable trough Power Access Cutout NC +no cutout Glides 57 +glides	Admin 103 WS HERMAN MILLER
13		4	FT29B.1 +Surface Ganging Bracket,single	Admin 103 WS HERMAN MILLER
14		6	FTS10.2478LS +Rect Surf,sq-edge,24" d,78" w,high-pressure lam top/thermoplastic edge,no brackets, for freestd or use w/ low crdnz Top Finish 91 +white Edge Finish 91 +white	Admin 103 WS HERMAN MILLER
15		1	FV2A2.24FL +Open Support Leg,Archtrl Foot,Fxd Hght,Lft 24D Surface Finish 613 +silver	Admin 103 WS HERMAN MILLER
16		2	FV2A2.24FR +Open Support Leg,Archtrl Foot,Fxd Hght,Rt 24D Surface Finish 613 +silver	Admin 103 WS HERMAN MILLER
17		10	FV2A2.2AFS +Open Support Leg,Archtrl Foot,Fxd Hght, 12D Shared Surface Finish MS +metallic silver	Admin 103 WS HERMAN MILLER
18		6	LW110.20BF +Ped W-Pull,Mobile 20D B/F Slides SR +3/4-extension roller slides on box drawer, full-extension Paint/Steel Type XS +textured paint on smooth steel Surface Finish 91 +white Lock KA +keyed alike Drawer Interior NN +none Handle HN +no hand grip	Admin 103 WS HERMAN MILLER

LINE	IMAGE	QTY	PRODUCT	TAG 1
19		6	PIA1B425PF +Verus Wk Chair, Assembled, TriFlex polymer back, standard-height range, semi synchronous w/ tilt limiter, fixed arms, fixed seat depth, not fire retardant	Admin 103 WS HERMAN MILLER
			Back Support Option N2 +no additional support	
			Base/Frame Finish BK +black base/black frame	
			TriFlex™ Polymer Material DCR +dark carbon	
			Casters BB +2 1/2" hard caster, black yoke, carpet only	
			Seat Fabric 1MN +monologue-Pr Cat 1	
			1MN_Colors 12 +monologue blue sky	
20		1	PIA1B425PF +Verus Wk Chair, Assembled, TriFlex polymer back, standard-height range, semi synchronous w/ tilt limiter, fixed arms, fixed seat depth, not fire retardant	Admin 103 WS HERMAN MILLER
			Back Support Option N2 +no additional support	
			Base/Frame Finish BK +black base/black frame	
			TriFlex™ Polymer Material DCR +dark carbon	
			Casters BB +2 1/2" hard caster, black yoke, carpet only	
			Seat Fabric 1MN +monologue-Pr Cat 1	
			1MN_Colors 12 +monologue blue sky	
21		4	PIA4S1SP +Verus Side Chair, 4-Leg Base, 4-leg base, Interweave 2 suspension back, fixed arms, not fire retardant	Admin 103 WS HERMAN MILLER
			Frame Color BK +black	
			Leg Finish BK +black	
			Interweave 2 Suspension Material 36506 +shale	
			Casters U4 +hard wheel caster, carpet only	
			Seat Fabric 1MN +monologue-Pr Cat 1	
			1MN_Colors 12 +monologue blue sky	
22		1	3271.TBT4.TR3636 Parallon Tabletop, X-Base, 36" Round	Entry Lobby 101 SITONIT SEATING
			Laminate Grade Selection GR1 Grade 1 Laminate	
			Grade 1 Laminate Finishes TL20 Brazilian Walnut	
			Edge Profile TE5 Flat Edge	
23		1	3272.TBT4.TR2424TH16 Parallon Base, X-Base, For 24" Round Tabletop, 16" Height	Entry Lobby 101 SITONIT SEATING
			Base Finish Selection BF01 Silver	
			Foot Style Option LS18 Fixed / Glides	
24		4	AAC12304 @About A Chair 123, Wood 4-Leg Base, Fully Upholstered, fully uphst	Entry Lobby 101 HERMAN MILLER
			Base Finish MOV @water based lacquered oak veneer	
			Glide Option SDG @standard glides	
			Fabric V26 @kvadrat remix-Pr Cat (HAY) 1	
			V26_Colors 06 +kvadrat remix 163	

LINE	IMAGE	QTY	PRODUCT	TAG 1
25		2	BELR1819 +Bella Coffee Table,rnd,17.72" dia x 19.29" h	Entry Lobby 101 HERMAN MILLER
			Top Finish MSO @water based lacquered solid oak Base Finish MOV @water based lacquered oak veneer	
26		1	CAM.SN2.FS17 CAMEO TWO SEAT ARMLESS	Entry Lobby 101 SITONIT SEATING
			Metal Finishes BF04 Charcoal Moisture Barrier ~ No Moisture Barrier CAL 133 Option ~ No CAL 133 Fabric Option USU Single Upholstered Single Upholstered FG1 Fabric/Vinyl Grade 1 Fabric Grade 1 Selection SPICE Spice Standard Color Selection Spice Color Selections CARAWAY Spice Caraway Package Option Selection P3 Final Assembly Required	
27		1	CAM.SN3.FS17 CAMEO THREE SEAT ARMLESS	Entry Lobby 101 SITONIT SEATING
			Metal Finishes BF04 Charcoal Moisture Barrier ~ No Moisture Barrier CAL 133 Option ~ No CAL 133 Fabric Option USU Single Upholstered Single Upholstered FG1 Fabric/Vinyl Grade 1 Fabric Grade 1 Selection SPICE Spice Standard Color Selection Spice Color Selections CARAWAY Spice Caraway Package Option Selection P3 Final Assembly Required	
28		2	TLSC2415 +Tray Table Square, Coffee,square, coffee,23.62" l x 23.62" w x 15.35" h	Entry Lobby 101 HERMAN MILLER
			Finish BPS @black powder coated steel	
29		3	AAC12304 @About A Chair 123, Wood 4-Leg Base, Fully Upholstered,fully uphst	Lounge 112 & 201 HERMAN MILLER
			Base Finish MOV @water based lacquered oak veneer Glide Option SDG @standard glides Fabric V26 @kvadrat remix-Pr Cat (HAY) 1 V26_Colors 06 +kvadrat remix 163	
30		2	BELR1819 +Bella Coffee Table,rnd,17.72" dia x 19.29" h	Lounge 112 & 201 HERMAN MILLER
			Top Finish MSO @water based lacquered solid oak Base Finish MOV @water based lacquered oak veneer	

LINE	IMAGE	QTY	PRODUCT	TAG 1
31		8	48"D Round Stowable tables	Mtg/Party 130
32		2	JOC +Pronta Cart by Herman Miller Glide Option	Mtg/Party 130 HERMAN MILLER GHC +4" soft wheel casters, hard floors or carpet
33		48	JOS @Pronta Stacking Chair by Herman Miller Shell Finish Frame Finish Glide Option	Mtg/Party 130 HERMAN MILLER DB3 +glacier BK +black GG +ganging glide
34		1	DW6ACS.2472MEWB +Rectangle Table w/ C-Foot,sq-edge,24" d (23" surf size),72" w (70" surf size),thermally-fused lam top/thermoplastic edge,electric std range,legs w/ cross beam Switch Option Top Finish Edge Finish Base Finish Glides	STOR 112 HERMAN MILLER STS +simple up/down touch switch 91 +white 91 +white 91 @white 57 +glides
35		3	AAC12304 @About A Chair 123, Wood 4-Leg Base, Fully Upholstered,fully uphst Base Finish Glide Option Fabric V26_Colors	Track 201 HERMAN MILLER MOV @water based lacquered oak veneer SDG @standard glides V26 @kvadrat remix-Pr Cat (HAY) 1 06 +kvadrat remix 163
36		2	BELR1819 +Bella Coffee Table,rnd,17.72" dia x 19.29" h Top Finish Base Finish	Track 201 HERMAN MILLER MSO @water based lacquered solid oak MOV @water based lacquered oak veneer

LINE	IMAGE	QTY	PRODUCT	TAG 1
------	-------	-----	---------	-------

37



3

PIA1B425PF

+Verus Wk Chair, Assembled, TriFlex polymer back, standard-height range, semi synchronous w/ tilt limiter, fixed arms, fixed seat depth, not fire retardant

- Back Support Option N2 +no additional support
- Base/Frame Finish BK +black base/black frame
- TriFlex™ Polymer Material DCR +dark carbon
- Casters BB +2 1/2" hard caster, black yoke, carpet only
- Seat Fabric 1MN +monologue-Pr Cat 1
- 1MN_Colors 12 +monologue blue sky

Welcome Desk 102

HERMAN MILLER