

TO: Board of Commissioners

FROM: Brian Kimbrough, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Ray Morrill Community Center Recreation Offices Furniture Supply and Delivery

DATE: February 18, 2026



**SUMMARY:**

Work on the main level is underway, beginning with the front desk and Recreation staff offices. Work on the front desk and Recreation staff offices is scheduled to be completed by early April. In anticipation of the completion of this current phase of work, furniture will be needed for these spaces. Staff worked with Williams Architects interior design consultants to develop layout plans for these offices, and RFP documents for the supply, delivery and installation of new furniture.

Removal of existing office furniture from the temporary offices will be carried out by staff.

Documents were made available on January 23, 2026. Five contractors received the RFP. Proposals were due on January 30, 2026. The results were as follows:

Vendor	Base Bid – Furniture Supply / Delivery	Base Bid- Furniture Install	Total – Base Bid Installed
Henricksen	\$26,305.02	\$3,435.00	\$29,740.02
Continua	\$28,256.12	\$5,505.43	\$33,761.55

**PREVIOUS COMMITTEE/BOARD ACTION:**

A contract with Williams Architects for phase 3 interior renovations in the amount \$25,000 and 9% of the approved project cost was approved at the October 23, 2024 board meeting.

A professional services agreement change order with Williams Architects (to perform interior design functions and prepare bid documents for purchasing the furniture and signage for the newly renovated spaces), in the amount of \$35,000 was approved at the November 19, 2025 board meeting.

**REVENUE OR FUNDING IMPLICATIONS:**

The architect estimates the furniture for all of phase 3 will cost \$180,000. Additional purchases will be required for program rooms and lounge area. The costs for this initial purchase are in line with the architects estimates. The furniture would be paid out of the capital budget for Community Center (40-800-846-57-5701-0000).

**STAKEHOLDER PROCESS:**

The Recreation Department was consulted and included in the furniture choices for their offices.

**LEGAL REVIEW:**

Agreement will be reviewed by our legal counsel.

**ATTACHMENTS:**

Recommendation letter from Williams Architects

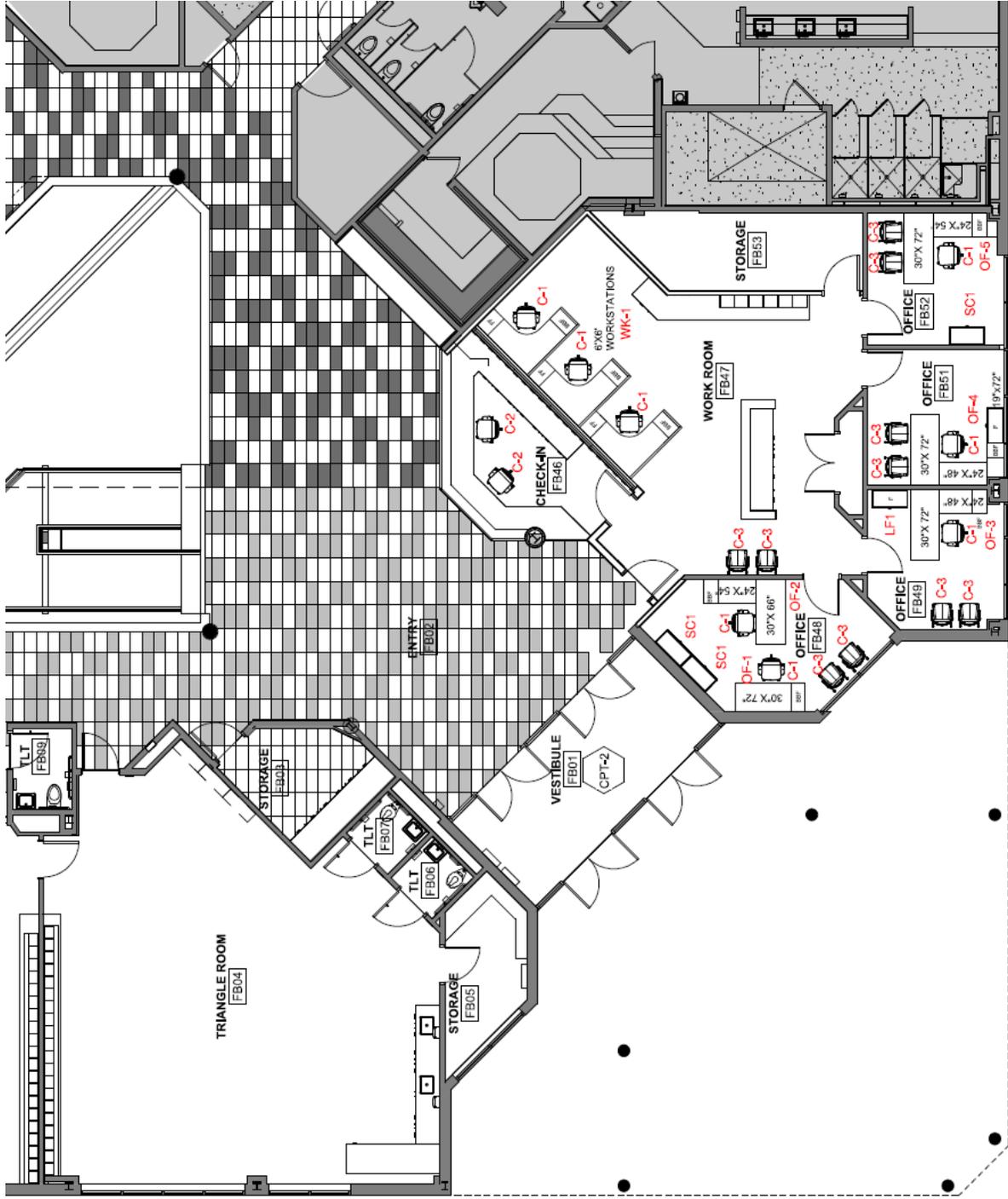
**ALTERNATIVES:**

Assembly and installation of the furniture could be handled by staff to reduce cost.

**RECOMMENDATION:**

Staff recommends that the Wheaton Park District Board of Commissioners accept the Base Bid, and installation of the furniture from Henricksen for an amount of \$29,740.02.

## Williams Recommendation Letter



**RAY MORRILL COMMUNITY CENTER  
PHASE III REMODEL  
WHEATON PARK DISTRICT  
1777 S BLANCHARD ST.  
WHEATON, IL 60189**



REVISIONS	
NO.	DESCRIPTION

WA No.	2025-015
Date	2025.01.14
Issue	SCHEMATIC DEVELOPMENT
DWR	DWB
CHK	CAK



FURNITURE PLAN  
AREA B

**F1.1B**