

## Staff Report

**To:** Board of Directors  
**From:** Colin Woodrow  
**Date:** February 26, 2026

---

**Agenda Item:** 5.1 Transfer Center Furniture Proposal & Estimate – OS2 Office Solutions & Services

**Attachments:**

- 5.1.1 OS2 Furniture Package
- 5.1.2 OS2 Estimate

**Recommendation:**

Authorize the CEO and general manager to execute a contract totaling \$65,728.80 with OS2 Office Solutions & Services for furniture in the newly renovated transfer center.

**Discussion:**

New furniture is needed at the Transfer Center as part of the renovation. To maintain consistency in function, feel, and aesthetics across MUTD facilities the agency intends to purchase furniture from the current vendor, OS2 Office Solutions & Services. A National Association of State Procurement Officials state contract will be used to purchase the furniture. The estimate includes pricing for: desks & chairs; tables; a large bench in the lobby; desk divider walls and acoustic paneling.

**Financial Impact and Funding Source:**

OS2 has proposed a fee of \$65,728.80 for all furniture, including the breakroom, office, lobby, and small meeting room. This is in budget and being paid out of 5339A funds. Additional scope for outfitting the breakroom and lobby has been budgeted for, making use of these funds.

**DBE Certified:**

No.

# FURNITURE PACKAGE

Mountain Line Transfer Station

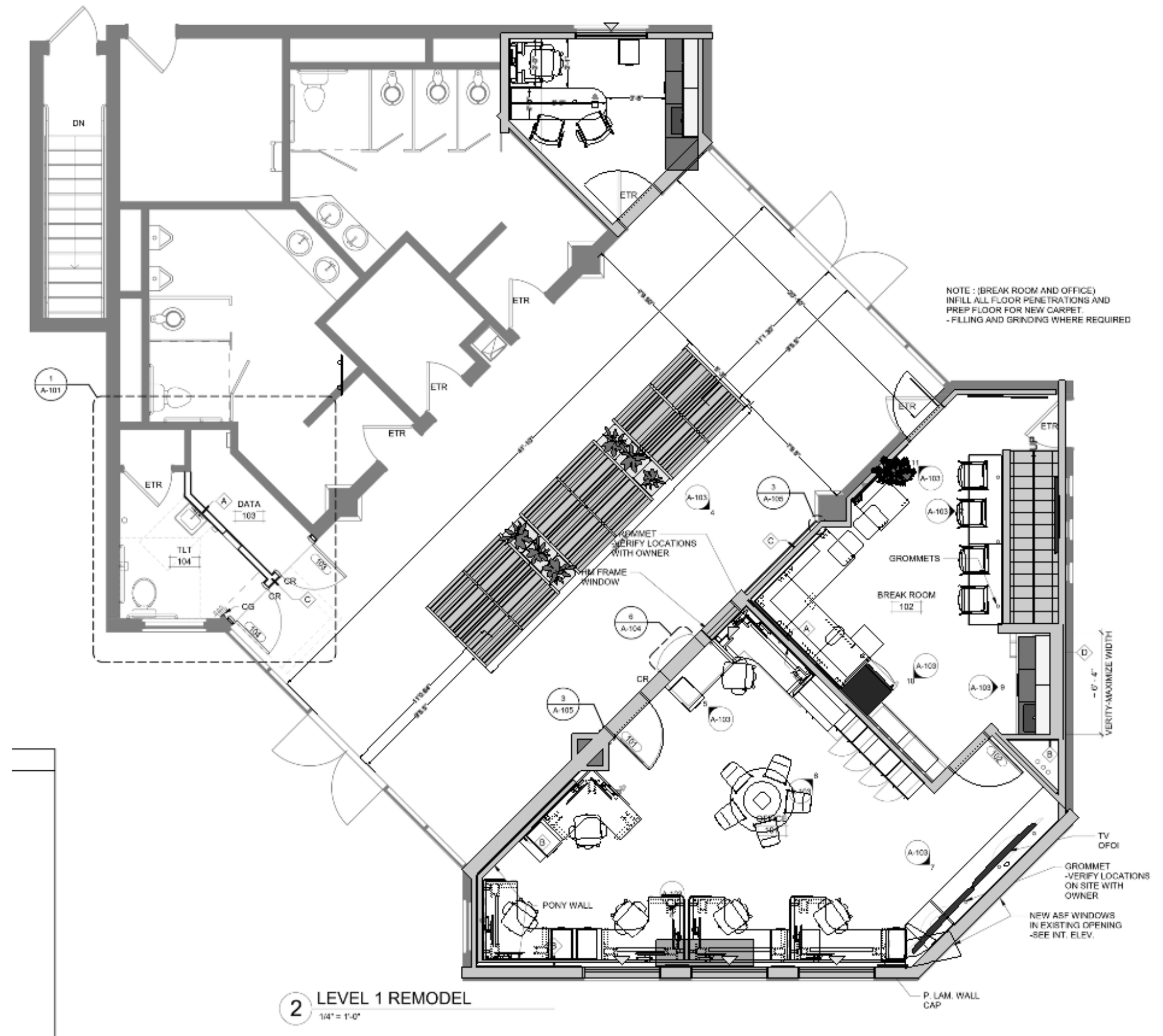


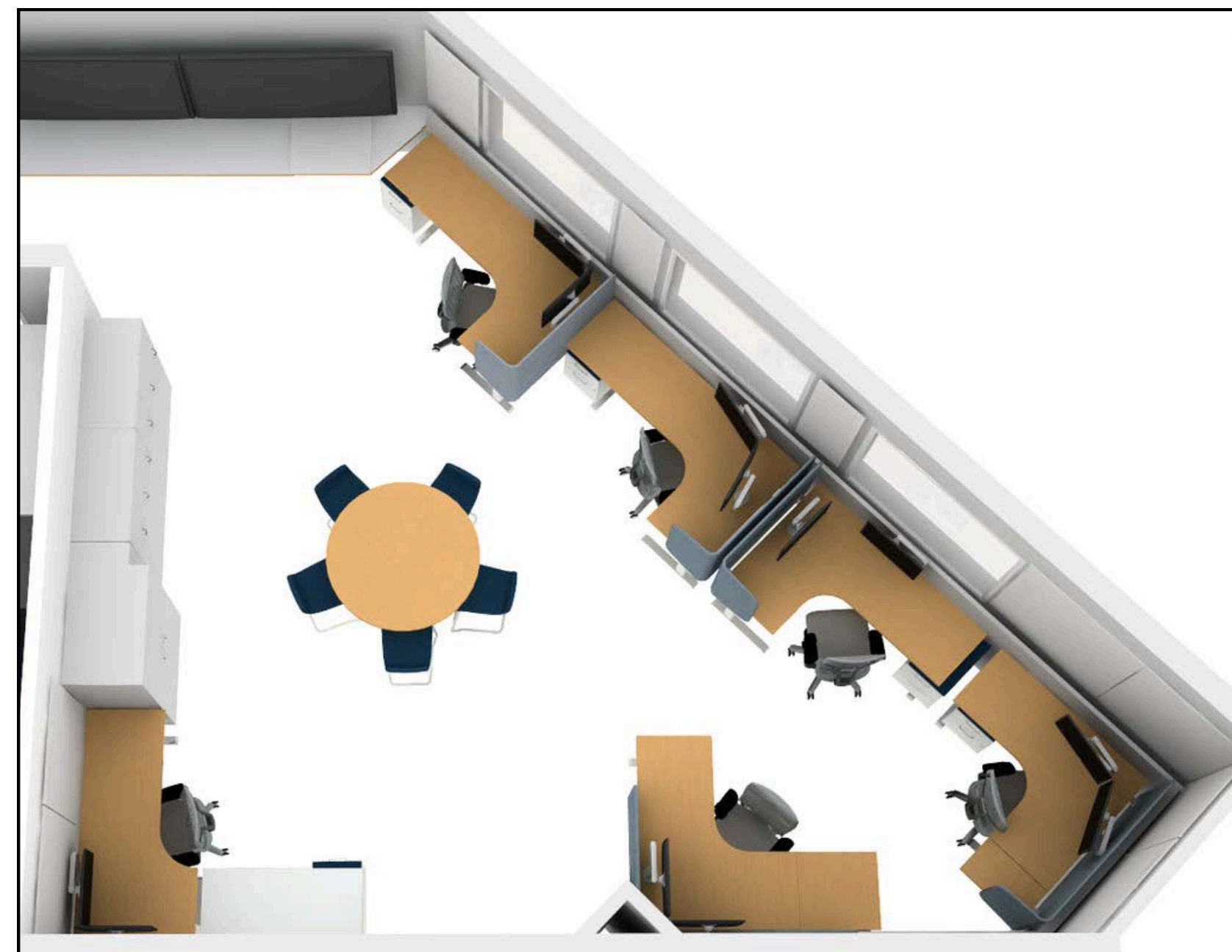
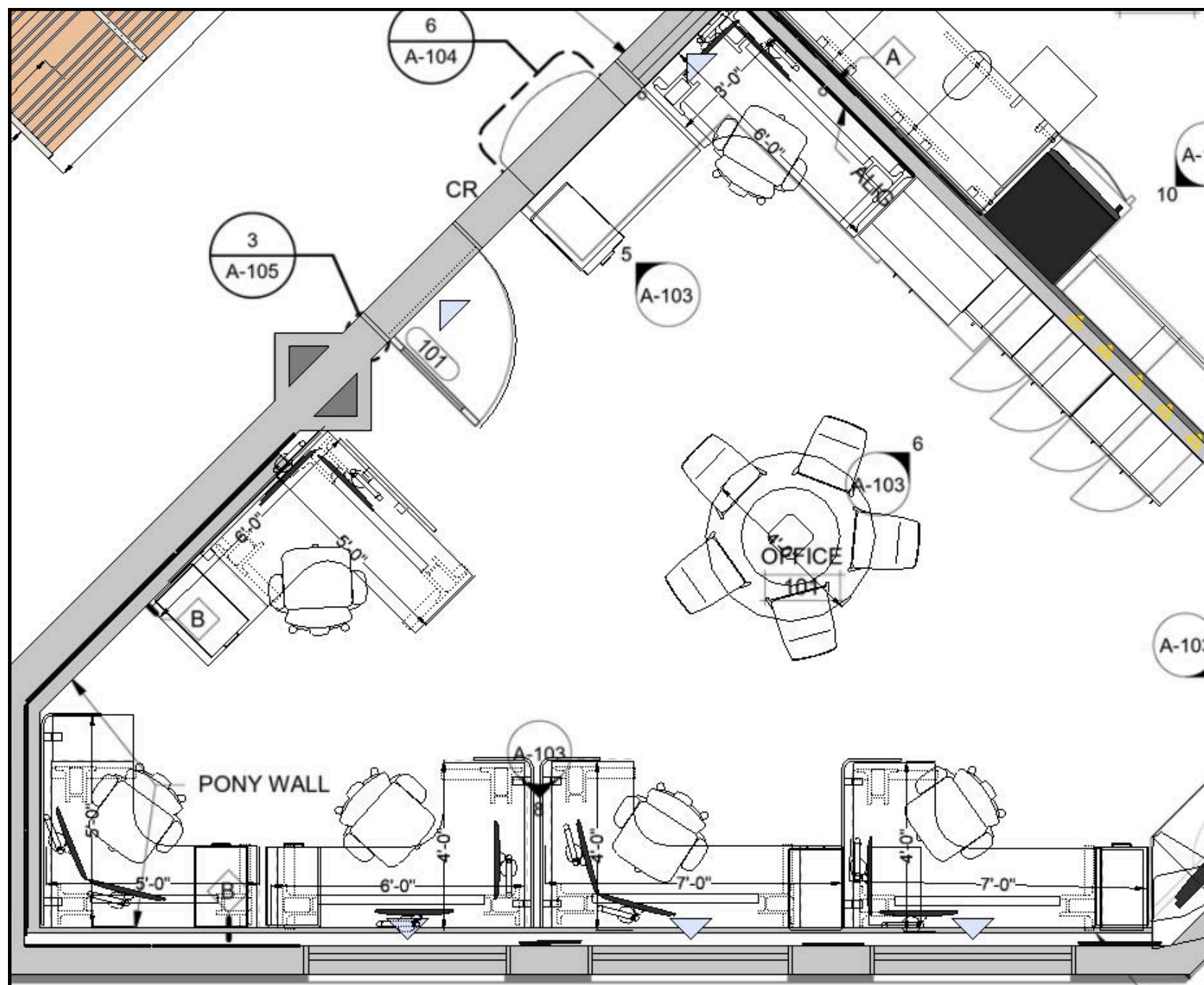
# Contents

03	04-07	08-10	11-14
Plans	Office Space	Breakroom	Lobby
15	16	17	18
Warranty	Pricing	Contracts	Attachments

# Overall

New Furniture for Primary Office Space, Breakroom, and Small Meeting Room. As well as Lobby Benches.





\*Items and Surfaces shown in white are built in and not included in furniture package

## Workstation Specifications:

- 6 Corner Cove Height Adjustable Desks
- 2 Single Monitor Arms at Each Desk
- Acuity Task Chair
- 1 Set of Mobile Drawers with Seat Cushion
- Accoustical Privacy Screens attached to desks



Acuity is an ergonomically correct chair that instantly and comfortably fits every user regardless of body type. In essence, a chair that adapts to you, not the other way around.

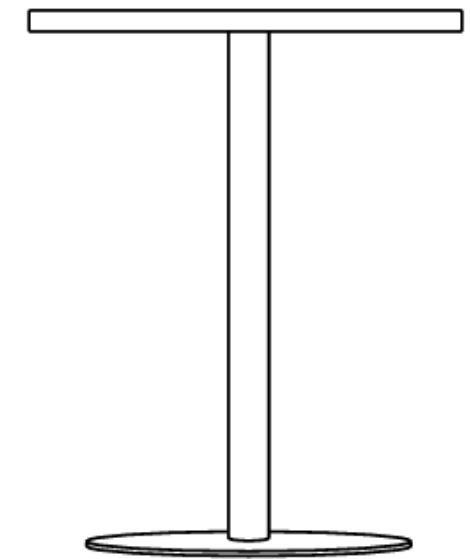
Altitude Accoustical Privacy Screen moves with the your desk, bringing privacy and sound dampening to open-plan spaces.





4' Round Structure Meeting Table and 5 Relate Stools.

Bar Height table adds vertical dimension and visual interest to the space



Bar 42"

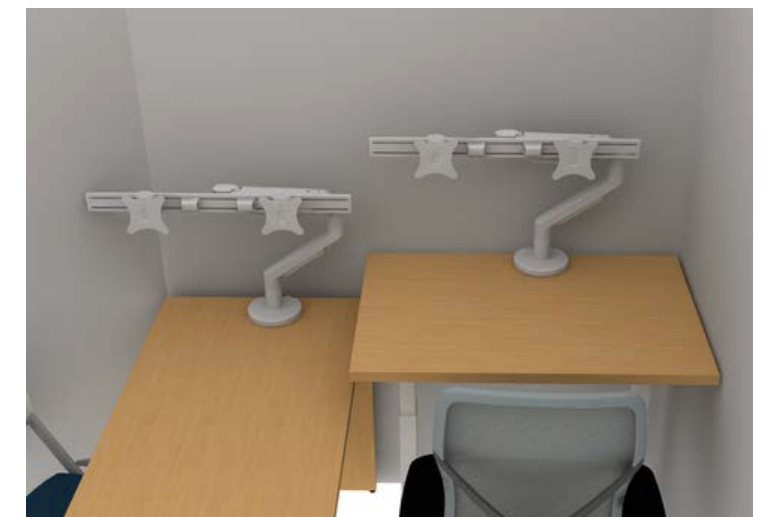


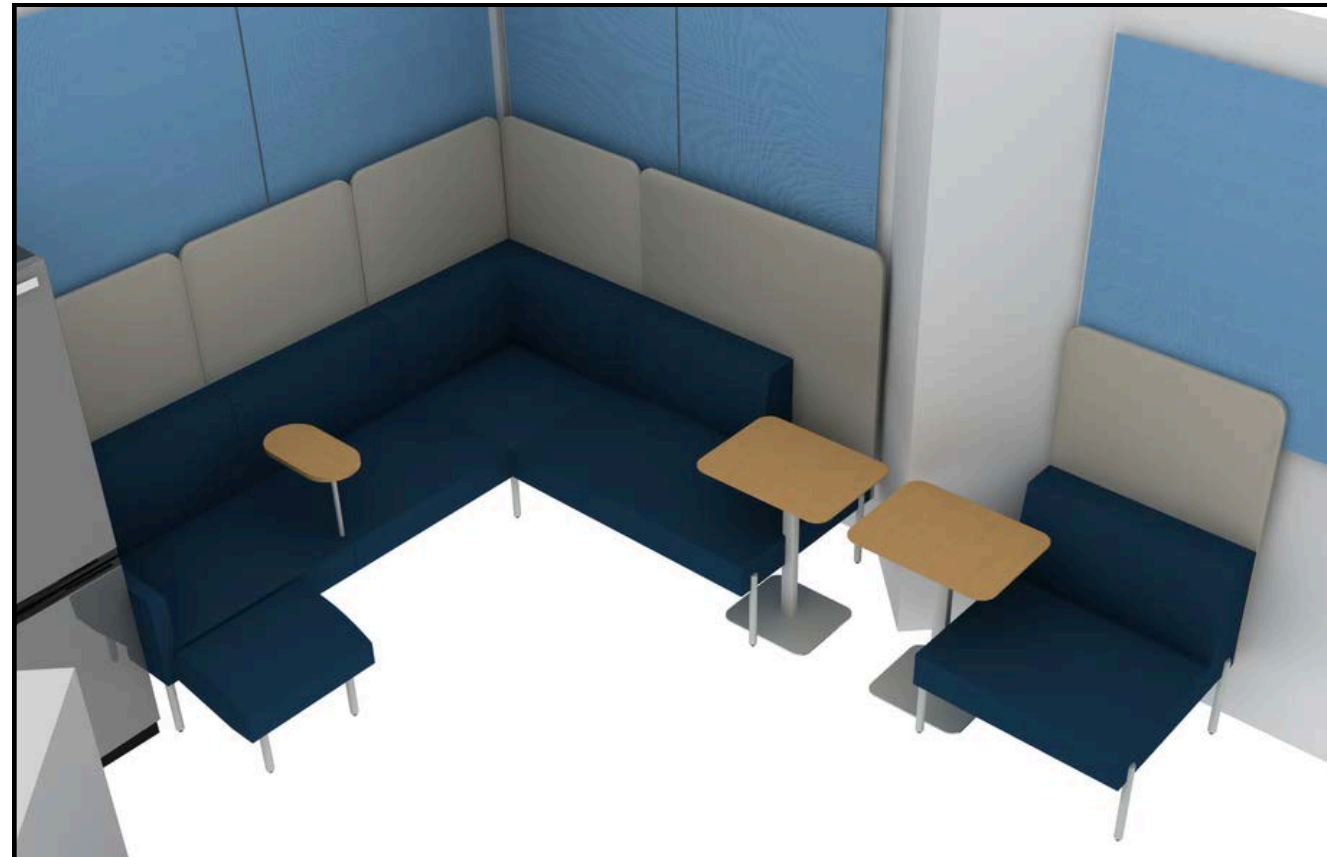
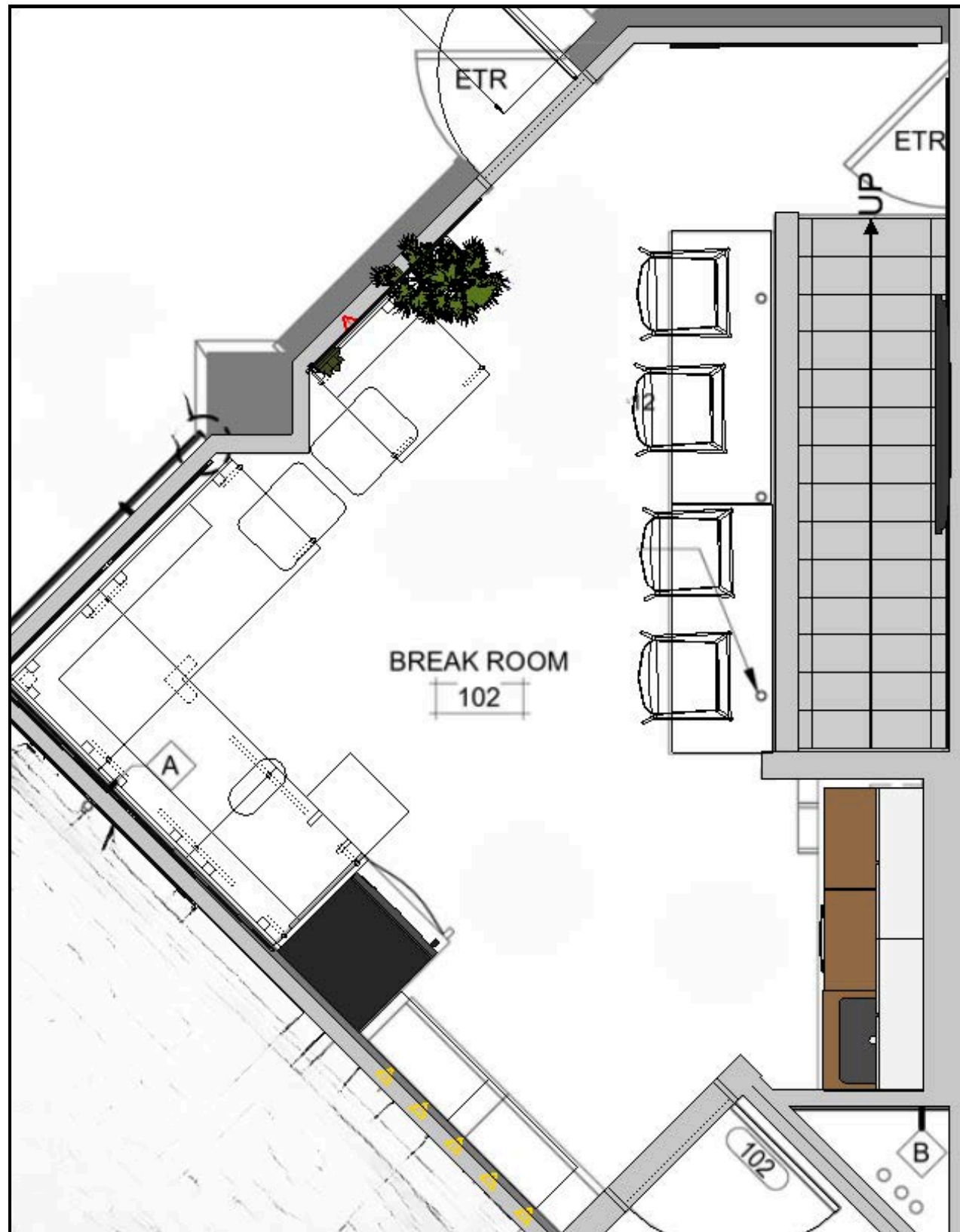
Relate stool features a wood pivot back for comfort (\*shown in mesh only for pivot reference),

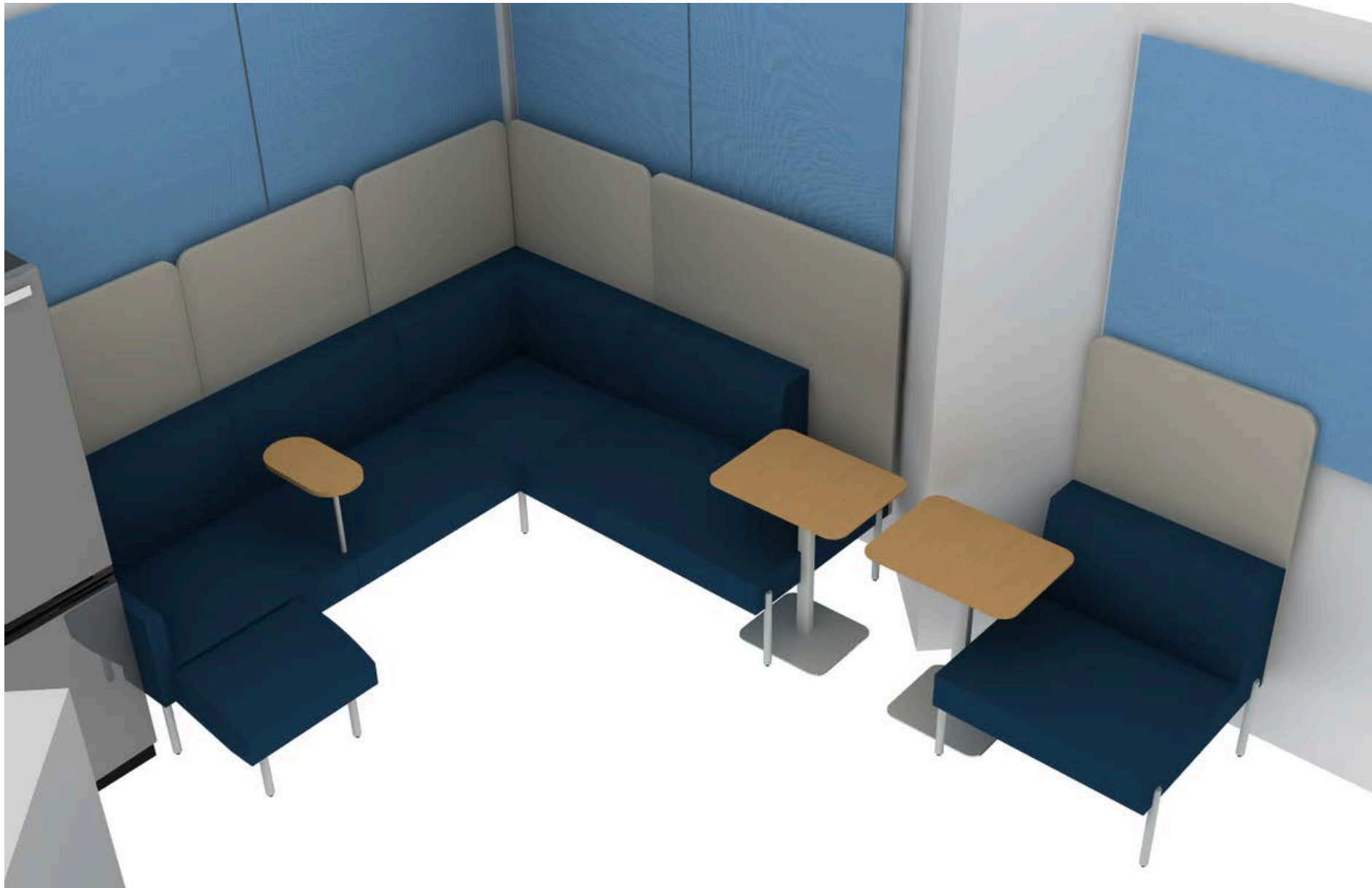


## Specifications:

- 6' Peninsula Fixed Height Meeting Desk
- 3' Height Adjustable Work Desk
- Acuity Task Chair
- 1 Set of Mobile Drawers w/Seat Cushion
- 2 Seek Guest Chairs
- 2 Dual Crossbar Dual Monitor Arms







Allsteel Jetty Mod Lounge with lounge section, screens, 1 coat hook, and moveable occasional tables.

Allsteel Lyric Counter Height Stools at Built In Top.



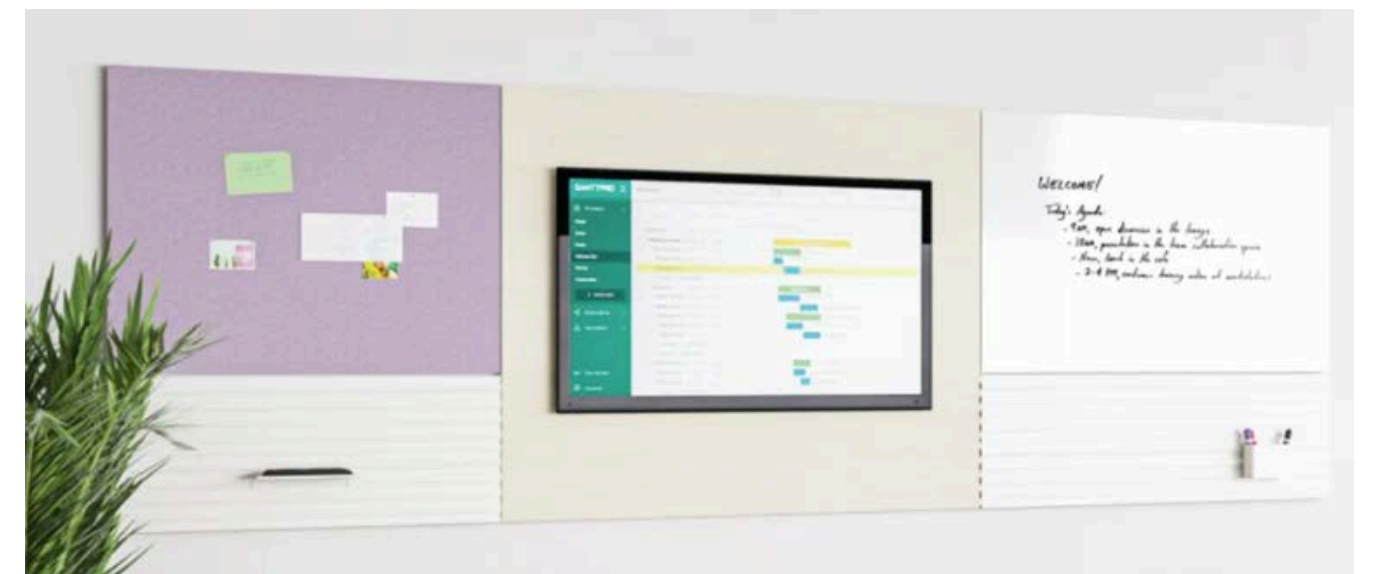


Workwall Fabric and Media Tiles above stairs to provide sound dampening, visual interest to space. 65" Screen shown

Workwall Fabric Tiles layered behind seating to dampen sound in space, Glassboard on Door for Office Messages. \*Corkboard to be used on wall next to stairs (not part of workwall line).



Hon Workwall Tiles are dynamic, customizable wall solution available in fabric, glass markerboard, laminate, media, tool rails and metal.

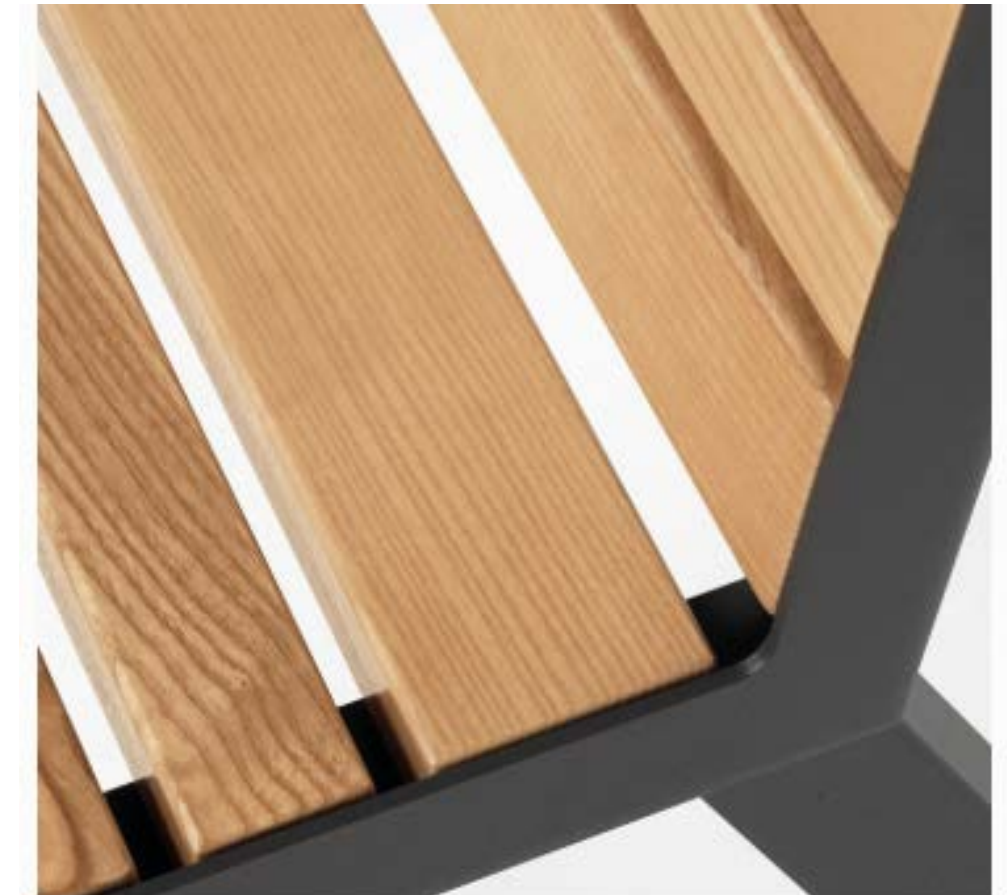


VIA Tahoe Benches + Planters

Landscape furniture made entirely of recyclable materials that are maintenance free and durable even in extreme weather.



Featuring a durable, outdoor-grade finish achieved through hot-dip galvanizing and a UV-resistant polyester powder coating. This advanced duplex system ensures long-term structural integrity and color performance, even in high-traffic, exposed environments.



The heat-transfer film is applied to aluminum staves, offering the visual warmth of wood with the strength and low maintenance of metal. This technique creates a water- and fade-resistant faux wood finish that withstands outdoor exposure without graying or deteriorating.

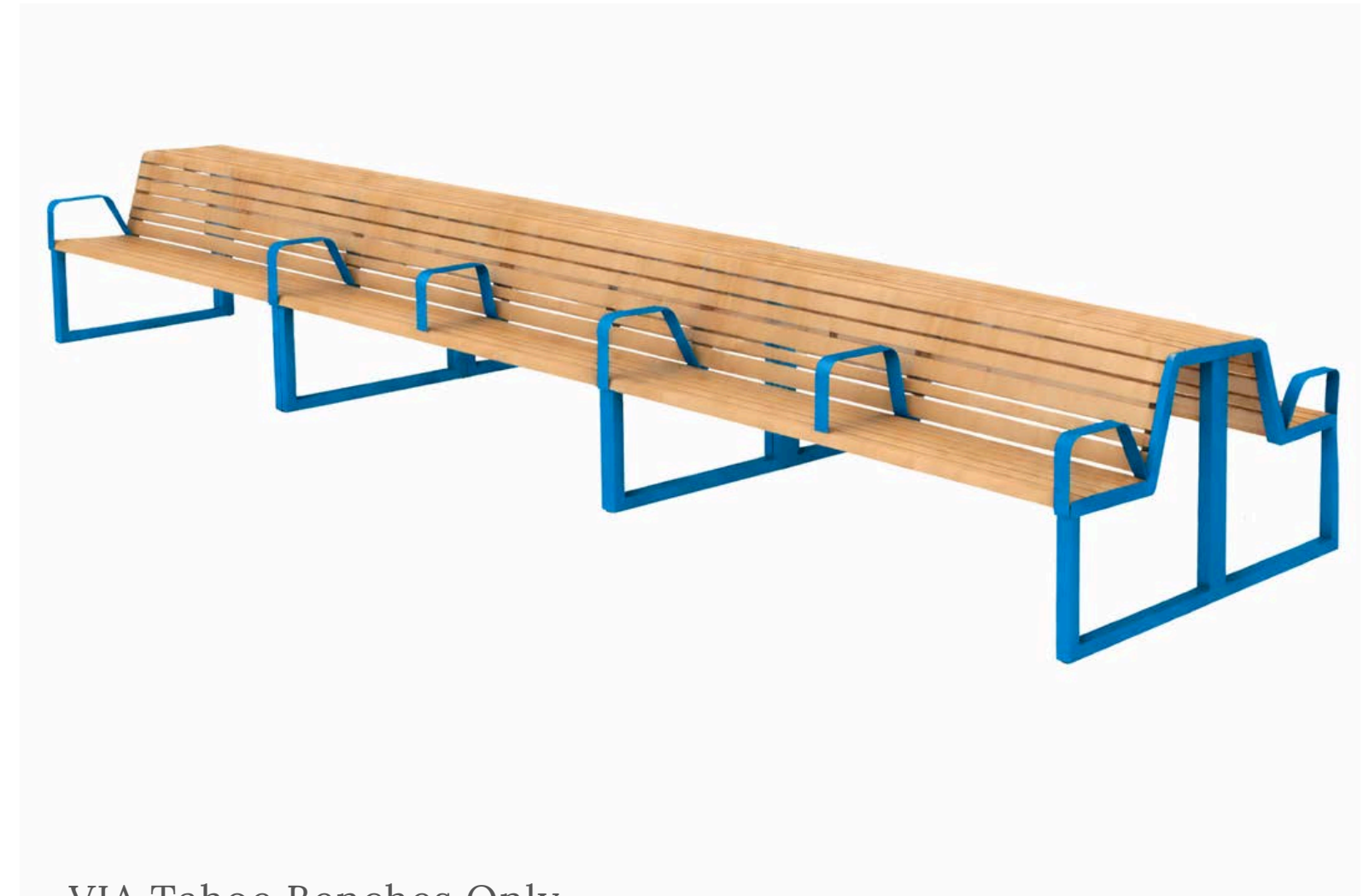


Covers to prevent any removal of planters.



VIA Tahoe Benches + Planters

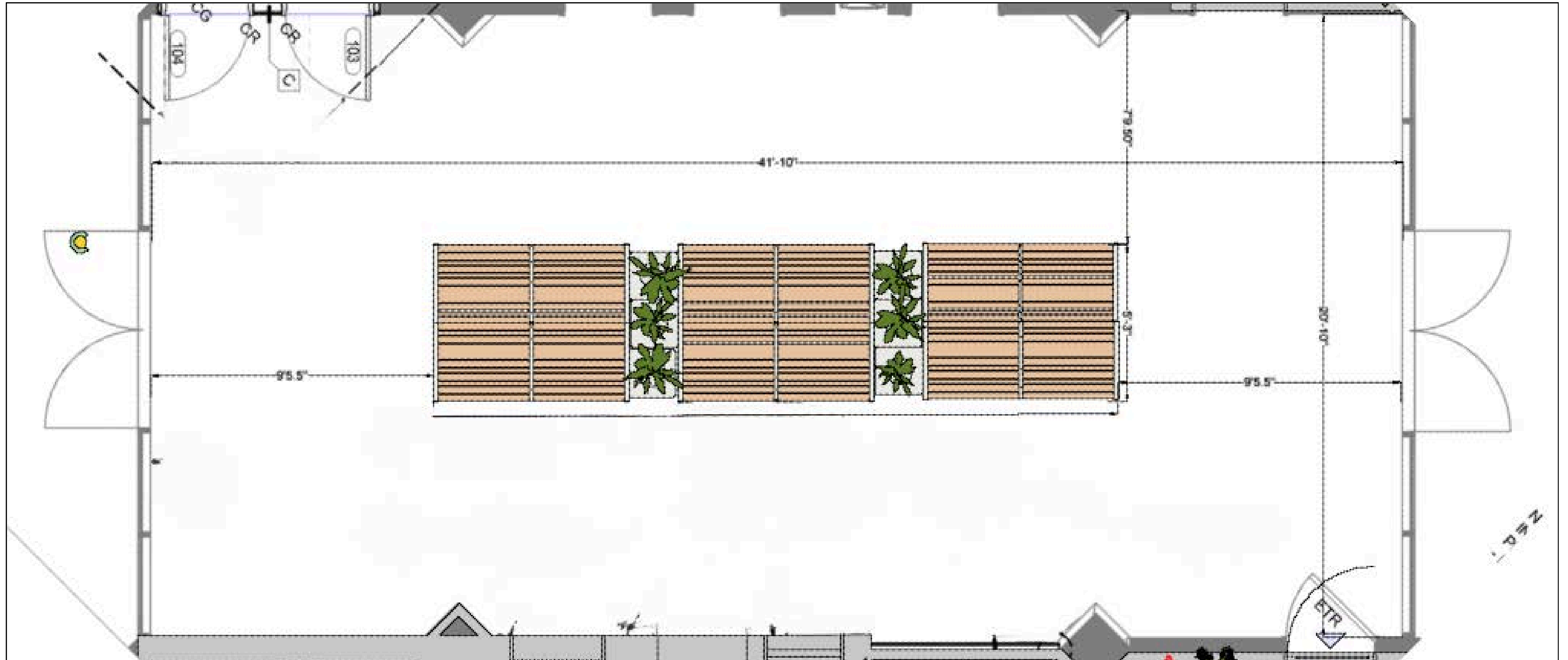
Shown with Custom Blue Frames and Ash Wood Effect. Center Arms on each bench will look just like end arms (18 arms total).



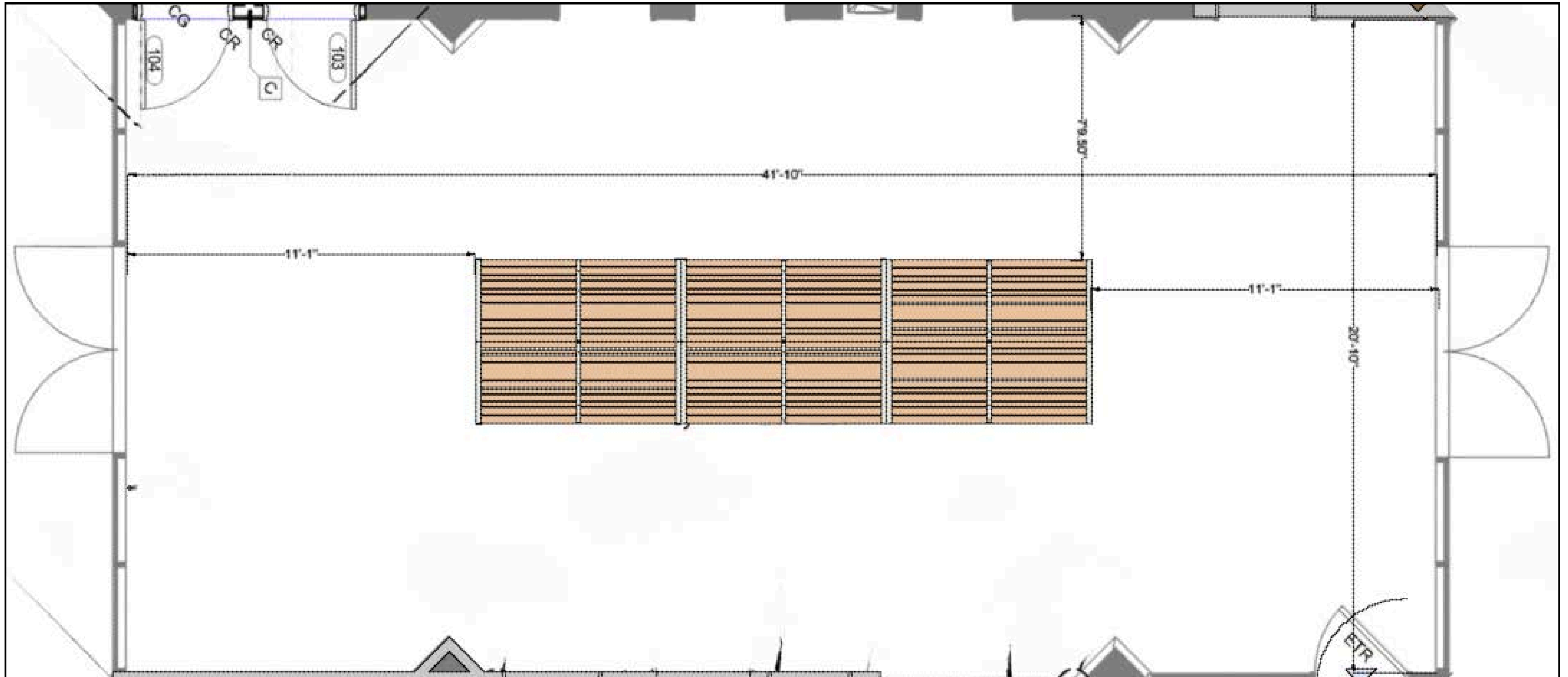
VIA Tahoe Benches Only

Benches only, with center arms (on all benches, 14 arms total). Leaves about 1'7" more of walking space around lobby.

\*Bench images are only rendering for imagery purposes, they are not exact.



Walkway Space- From Bench to Doors- 9' 5.5" From Bench to Walls 7' 9.5"



Walkway Space- From Bench to Doors- 11' 1" From Bench to Walls 7' 9.5"



All Products Shown except as noted below.

Limited Lifetime Warranty. Exceptions to note:

- 12 Years
  - Seating cylinders, Mechanisms, Casters, Mesh
  - Laminate Surfaces
  - Height Adj. Bases
- 10 Years
  - Lounge Furniture
- 5 Years
  - Chair/storage fabric and vinyl
  - Monitor arms



Workwall Fabric/Laminate/Glass Markerboard Tiles

Limited Lifetime Warranty. Exceptions to note:

- 12 Year
  - Laminate Workwall
- 7 Year
  - Glass Markerboard
- 5 Year
  - Fabric Workwall



Lobby Benches + Planters

5 Year Warranty on Tahoe Benches and Planters

Office Furniture	\$38,095.43
Meeting Room	\$6,120.34
Breakroom	\$21,513.03
<hr/>	
	Total \$ 65,728.80
Lobby Benches + Planters	\$39,915
Lobby Benches Only	\$23,202

\*Includes all surcharges, shipping, and installation.

\*See attached Pricing Sheets for further breakdown on products.

Allsteel®

NASPO VALUEPOINT COOPERATIVE PURCHASING  
ORGANIZATION - MONTANA PARTICIPATING ADDENDUM  
CONTRACT # MA3963-MT

HON.

**NASPO Value Point Montana Contract MA3970-MT**

# Attachments:

- Allsteel, Hon, + Via Warranty Statements
- Quotes
- State Contracts



Office Solutions & Services  
 1020 North Ave West  
 Missoula MT 59801  
 406-541-2020  
 OS2 TAX ID# 810528644

**Transfer Station Furniture**

Prepared For: Frank Kuhl  
 Missoula Urban  
 Transportation District

Prepared By: Allison Huguet  
 Office Solutions & Services  
 406-541-2020  
 allison@os2inc.com

Quote #: A92524  
 Date: 2/11/2026  
 Valid Until: 3/20/2026

**ALLSTEEL NASPO MA3963-MT STATE TERM CONTRACT  
 HON NASPO MA3970-MT STATE TERM CONTRACT  
 PURCHASE ORDER TO BE MADE OUT TO MONTANA OFFICE MACHINES DBA OS2**

Item	Qty.	Vendor	Product Number & Description	Sell Price:	Unit	Extended
<b>1</b>	<b>5</b>	<b>ALS</b>	<b>BPBSCR30</b> Jetty:Mod Back Screen 30"	\$607.39		\$3,036.95
<b>Item Tag: Breakroom Lounge</b>						
<b>2</b>	<b>1</b>	<b>ALS</b>	<b>BPBSCR45</b> Jetty:Mod Back Screen 45"	\$673.06		\$673.06
<b>Item Tag: Breakroom Lounge</b>						
<b>3</b>	<b>1</b>	<b>ALS</b>	<b>BPCH</b> Jetty:Mod Coat Hanger	\$165.98		\$165.98
<b>Item Tag: Breakroom Lounge</b>						
<b>4</b>	<b>1</b>	<b>ALS</b>	<b>BPLCR</b> Jetty:Mod Lounge Calf Rest (20"w)	\$530.78		\$530.78
<b>Item Tag: Breakroom Lounge</b>						
<b>5</b>	<b>1</b>	<b>ALS</b>	<b>BPLCRPL</b> Jetty:Mod Lounge Corner Post Leg	\$63.84		\$63.84
<b>Item Tag: Breakroom Lounge</b>						
<b>6</b>	<b>1</b>	<b>ALS</b>	<b>BPLCS</b> Jetty:Mod Lounge Corner Sng Uph	\$1,126.32		\$1,126.32
<b>Item Tag: Breakroom Lounge</b>						
<b>7</b>	<b>2</b>	<b>ALS</b>	<b>BPLEL</b> Jetty:Mod Lounge End Leg For Attaching	\$56.54		\$113.08
<b>Item Tag: Breakroom Lounge</b>						
<b>8</b>	<b>6</b>	<b>ALS</b>	<b>BPLELC</b> Jetty:Mod Lounge End Leg w/ Metal Cover	\$59.74		\$358.44
<b>Item Tag: Breakroom Lounge</b>						
<b>9</b>	<b>1</b>	<b>ALS</b>	<b>BPLRS</b> Jetty:Mod Lounge Right Half Back Sng Uph (LSF)	\$1,193.35		\$1,193.35
<b>Item Tag: Breakroom Lounge</b>						
<b>10</b>	<b>2</b>	<b>ALS</b>	<b>BPLSIC</b> Jetty:Mod Lounge Straight In-Line Connector	\$50.16		\$100.32
<b>Item Tag: Breakroom Lounge</b>						

Item	Qty.	Vendor	Product Number & Description	Sell Price:	Unit	Extended
<b>11</b>	<b>2</b>	<b>ALS</b>	<b>BPLSIL</b> Jetty:Mod Lounge Straight In-Line Legs		\$59.74	\$119.48
<b>Item Tag: Breakroom Lounge</b>						
<b>12</b>	<b>1</b>	<b>ALS</b>	<b>BPLSPL</b> Jetty:Mod Lounge Single Post Leg		\$50.16	\$50.16
<b>Item Tag: Breakroom Lounge</b>						
<b>13</b>	<b>3</b>	<b>ALS</b>	<b>BPLSS</b> Jetty:Mod Lounge Sng Seat & Back Sng Uph		\$928.42	\$2,785.26
<b>Item Tag: Breakroom Lounge</b>						
<b>14</b>	<b>1</b>	<b>ALS</b>	<b>BPLTR</b> Jetty:Mod Lounge Tailored Arm Right (LSF)		\$398.09	\$398.09
<b>Item Tag: Breakroom Lounge</b>						
<b>15</b>	<b>1</b>	<b>ALS</b>	<b>BPTT</b> Jetty:Mod Swivel Tablet		\$292.75	\$292.75
<b>Item Tag: Breakroom Table</b>						
<b>16</b>	<b>2</b>	<b>ALS</b>	<b>MLM18</b> Recharge Laptop Table		\$439.58	\$879.16
<b>Item Tag: Breakroom Tables</b>						
<b>17</b>	<b>4</b>	<b>ALS</b>	<b>CUCS-PGANOSP</b> Vicinity Counter Stool Polymer Shell w/ Seat Pad		\$482.90	\$1,931.60
<b>Item Tag: Breakroom Stools</b>						
<b>18</b>	<b>1</b>	<b>HON</b>	<b>HWWT4530M</b> 45 x 30 Workwall Glass Markerboard		\$695.09	\$695.09
<b>Item Tag: Breakroom Wall Tiles</b>						
<b>19</b>	<b>2</b>	<b>HON</b>	<b>HWWT4536F</b> 45 x 36 Workwall Tile		\$315.58	\$631.16
<b>Item Tag: Breakroom Wall Tiles</b>						
<b>20</b>	<b>2</b>	<b>HON</b>	<b>HWWT4548F</b> 45 x 48 Workwall Tile		\$413.03	\$826.06
<b>Item Tag: Breakroom Wall Tiles</b>						
<b>21</b>	<b>2</b>	<b>HON</b>	<b>HWWT4554F</b> 45 x 54 Workwall Tile		\$438.95	\$877.90
<b>Item Tag: Breakroom Wall Tiles</b>						
<b>22</b>	<b>1</b>	<b>HON</b>	<b>HWWT4554V</b> 45 x 54 Media Workwall Tile		\$395.60	\$395.60
<b>Item Tag: Breakroom Wall Tiles</b>						
<b>23</b>	<b>1</b>	<b>HON</b>	<b>HWWT4560F</b> 45 x 60 Workwall Tile		\$468.46	\$468.46
<b>Item Tag: Breakroom Wall Tiles</b>						
<b>24</b>	<b>1</b>	<b>HON</b>	<b>HWWT4560F</b> 45 x 60 Workwall Tile		\$468.46	\$468.46
<b>Item Tag: Breakroom Wall Tiles</b>						
<b>25</b>	<b>1</b>	<b>ALS</b>	<b>Space Costs</b> Project Fees- Install + Delivery		\$3,331.68	\$3,331.68
<b>Item Tag: Breakroom</b>						

Item	Qty.	Vendor	Product Number & Description	Sell Price:	Unit	Extended
<b>26</b>	<b>2</b>	<b>ALS</b>	<b>AMADHD</b> Dynamic Dual Monitor with Crossbar		\$417.54	\$835.08
<b>Item Tag: Meeting- Monitor Arm</b>						
<b>27</b>	<b>1</b>	<b>ALS</b>	<b>AWMGTLNO</b> Acuity Work,AdjArm,MeshBck,Graph-Titanm w/LstrMesh		\$1,196.98	\$1,196.98
<b>Item Tag: Meeting- Task Chair</b>						
<b>28</b>	<b>1</b>	<b>ALS</b>	<b>K-MUCASNO</b> Seek Work Armlss Mesh Bk Uph Seat Slvr Fr Cstr		\$487.71	\$487.71
<b>Item Tag: Meeting- Guest Chair</b>						
<b>29</b>	<b>1</b>	<b>ALS</b>	<b>K-MUCOSNO</b> Seek Work Fxd Arms Mesh Bk Uph Seat Slvr Fr Cstr		\$508.94	\$508.94
<b>Item Tag: Meeting- Guest Chair</b>						
<b>30</b>	<b>1</b>	<b>ALS</b>	<b>AESC18</b> Seat Cushion 18"D		\$70.75	\$70.75
<b>Item Tag: Meeting- Desk Storage</b>						
<b>31</b>	<b>1</b>	<b>ALS</b>	<b>APMBP189TFN</b> Radii 23-3/8Hx15Wx19D 9 Box 12 File Mbl Ped		\$289.44	\$289.44
<b>Item Tag: Meeting- Desk Storage</b>						
<b>32</b>	<b>1</b>	<b>ALS</b>	<b>T52436SN</b> Primary 24Dx36W Flat Eg Lam w/o Grom		\$139.63	\$139.63
<b>Item Tag: Meeting- Desk</b>						
<b>33</b>	<b>1</b>	<b>ALS</b>	<b>A6REC3S2LCF</b> A6 3 Stage 2 Leg Rectangle C Foot		\$666.25	\$666.25
<b>Item Tag: Meeting- Desk</b>						
<b>34</b>	<b>1</b>	<b>ALS</b>	<b>SPLA-WSMN</b> Custom Straight W/S w/Flat Edge w/o grommets		\$417.54	\$417.54
<b>Item Tag: Meeting- Table</b>						
<b>35</b>	<b>1</b>	<b>ALS</b>	<b>WKEP2824LH</b> Approach End Pnl 28Hx24D Full Height LH		\$175.00	\$175.00
<b>Item Tag: Meeting- Table</b>						
<b>36</b>	<b>1</b>	<b>ALS</b>	<b>ALS1360MPD</b> 13" H x 60" W Modesty Lam		\$166.96	\$166.96
<b>Item Tag: Meeting- Table</b>						
<b>37</b>	<b>1</b>	<b>ALS</b>	<b>Y6EPKP</b> Sup Col 29-1/2Hx2-1/4 Square Painted		\$79.06	\$79.06
<b>Item Tag: Meeting-Table</b>						
<b>38</b>	<b>1</b>	<b>ALS</b>	<b>Space Costs</b> Project Fees- Delivery + Install		\$1,087.00	\$1,087.00
<b>Item Tag: Meeting Room</b>						
<b>39</b>	<b>5</b>	<b>ALS</b>	<b>RLC-WUGA</b> Relate Wood Bck/Uph Seat Stool		\$596.97	\$2,984.85
<b>Item Tag: Office- Meeting Stools</b>						

Item	Qty.	Vendor	Product Number & Description	Sell Price:	Unit	Extended
40	1	ALS	AMPTPR42L Structure Round Ped Base Large Bar Height	\$563.51		\$563.51
Item Tag: Office- Meeting Table						
41	1	ALS	AMPTLFPO48RND Structure 48" Round Top Lam-Square Edge	\$358.16		\$358.16
Item Tag: Office- Meeting Table						
42	12	ALS	AMASTS Dynamic Single Monitor - Standard Weight	\$210.25		\$2,523.00
Item Tag: Office- Monitor Arms						
43	6	ALS	AWMGTLNO Acuity Work,AdjArm,MeshBck,Graph-Titanm w/LstrMesh	\$1,196.98		\$7,181.88
Item Tag: Office- Task Chairs						
44	6	ALS	AESC24 Seat Cushion 24"D	\$83.12		\$498.72
Item Tag: Office- Desk Storage						
45	6	ALS	APMBP249TFN Radii 23-3/8Hx15Wx23D 9 Box 12 File Mbl Ped	\$308.01		\$1,848.06
Item Tag: Office- Desk Storage						
46	1	ALS	A5622ELS Corner Cove 60x48-24L/24R Extd LH Flat Ext Sup	\$352.15		\$352.15
Item Tag: Office- Desk						
47	1	ALS	A5622ERS Corner Cove 48x60-24L/24R Extd RH Flat Ext Sup	\$352.15		\$352.15
Item Tag: Office- Desk						
48	2	ALS	A5722ELS Corner Cove 72x48-24L/24R Extd LH Flat Ext Sup	\$445.95		\$891.90
Item Tag: Office- Desk						
49	1	ALS	A5722ERS Corner Cove 48x72-24L/24R Extd RH Flat Ext Sup	\$445.95		\$445.95
Item Tag: Office- Desk						
50	1	ALS	T5922ERN Corner Cove 36x72-24L/24R Extd RH Flat w/o Grom	\$276.58		\$276.58
Item Tag: Office- Desk						
51	1	ALS	9120R2424 Spcl Size 18-1/8-24Wx18-1/8-24D Flat Eg	\$152.76		\$152.76
Item Tag: Office- Desk						
52	2	ALS	9120R2418 Spcl Size 18-1/8-24Wx17-1/2-18D Flat Eg	\$140.97		\$281.94
Item Tag: Office- Desk						
53	1	ALS	9120R2418 Spcl Size 18-1/8-24Wx17-1/2-18D Flat Eg	\$140.97		\$140.97
Item Tag: Office- Desk						
54	6	ALS	A6REC3S3LCF A6 3 Stage 3 Leg Rectangle C Foot	\$1,046.81		\$6,280.86
Item Tag: Office- Desk						

Item	Qty.	Vendor	Product Number & Description	Sell Price:	Unit	Extended
<b>55</b>	<b>1</b>	<b>ALS</b>	<b>AFS2736DTS</b> 27"H x 36" W A/B Screen Fabric Item Tag: Office- Desk Screen		\$259.16	\$259.16
<b>56</b>	<b>1</b>	<b>ALS</b>	<b>AFS2760DTS</b> 27"H x 60" W A/B Screen Fabric Item Tag: Office- Desk Screen		\$307.66	\$307.66
<b>57</b>	<b>1</b>	<b>ALS</b>	<b>FDSC48LL</b> A8 Left Hand 48" L Screen Item Tag: Office- Desk Screen		\$365.02	\$365.02
<b>58</b>	<b>2</b>	<b>ALS</b>	<b>FDSC48LR</b> A8 Right Hand 48" L Screen Item Tag: Office- Desk Screen		\$365.02	\$730.04
<b>59</b>	<b>1</b>	<b>ALS</b>	<b>FDSC60LR</b> A8 Right Hand 60" L Screen Item Tag: Office- Desk Screen		\$447.02	\$447.02
<b>60</b>	<b>2</b>	<b>HON</b>	<b>HWWT4518F</b> 45 x 18 Workwall Tile Item Tag: Office- Workwall Tiles		\$245.85	\$491.70
<b>61</b>	<b>1</b>	<b>HON</b>	<b>HWWT4524F</b> 45 x 24 Workwall Tile Item Tag: Office- Workwall Tiles		\$269.09	\$269.09
<b>62</b>	<b>1</b>	<b>HON</b>	<b>HWWT4530F</b> 45 x 30 Workwall Tile Item Tag: Office- Workwall Tiles		\$293.68	\$293.68
<b>63</b>	<b>4</b>	<b>HON</b>	<b>HWWT4536F</b> 45 x 36 Workwall Tile Item Tag: Office- Workwall Tiles		\$315.58	\$1,262.32
<b>64</b>	<b>1</b>	<b>HON</b>	<b>HWWT4542F</b> 45 x 42 Workwall Tile Item Tag: Office- Workwall Tiles		\$388.89	\$388.89
<b>65</b>	<b>1</b>	<b>HON</b>	<b>HWWT4548F</b> 45 x 48 Workwall Tile Item Tag: Office- Workwall Tiles		\$413.03	\$413.03
<b>66</b>	<b>1</b>	<b>HON</b>	<b>HWWT4560F</b> 45 x 60 Workwall Tile Item Tag: Office- Workwall Tiles		\$468.46	\$468.46
<b>67</b>	<b>1</b>	<b>ALS</b>	<b>Space Costs</b> Project Fees- Delivery + Install Item Tag: Office		\$7,265.92	\$7,265.92
<b>Total:</b>						<b>\$65,728.80</b>
Signature: _____ Date: _____						