

Legislation Text

File #: 2039, **Version:** 1

CC MEETING: **May 19, 2015**

DATE: May 12, 2015

TO: Leonard Martin, City Manager

FROM: Carl W. Shelton, Fleet and Facilities Director & Vince Priolo, Purchasing Manager

Consider Approval Of Quote For City Hall Office Furniture Replacement To Plano Office Supply Through An Inter-Local Agreement With Collin County Government Forum In An Amount Not To Exceed \$27,483.42.

BACKGROUND:

This project will replace some of the existing office furniture in City Hall. All of the furniture being recommended for replacement was either purchased in 1986 with the construction of City Hall, brought over from the previous City Hall location, or older facilities like the original Crosby Recreation Center or the demolished Thomas Center. In general, most of the furniture is 29+ years old and in very poor condition.

Staff selected mid-grade office furniture from the HON product line for City Hall, which will become the “standard” for future replacements. This “phase 1” purchase recommendation will replace furniture in 12 offices in the facility. Staff selected and prioritized the replacements based on offices with the highest visibility, contact with customers and citizens, and overall condition. The multi-year budget proposal will include a funding recommendation to continue with the office furniture replacements in FY16 & FY17.

Staff recommends moving forward with the quote from Plano Office Supply through an inter-local agreement with Collin County Government Forum (CCGF). Council approved the CCGF inter-local agreement renewal at the March 3rd meeting this year. The CCGF contract is with the furniture manufacturer HON. Plano Office Supply is the designated HON office furniture dealer.

FINANCIAL IMPLICATIONS:

The City Hall office furniture will be purchased from budgeted funds for the accounting unit and amount as listed below.

ACCTG UNIT	ACCOUNT	BUDGET AMOUNT
1110003	68540	\$27,483.42

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends approval of the City Hall Office Furniture Replacement quote to Plano Office Supply through our existing agreement with Collin County Government Forum in an amount not to exceed \$27,483.42.