

Legislation Text

File #: 3534, **Version:** 1

CC MEETING: October 10, 2017

DATE: October 5, 2017

TO: Erin Rinehart, City Manager

FROM: Gregg Salmi, Fire Chief
Laurie Garber, City Secretary
Vince Priolo, Purchasing Manager

Consider Approval For The Purchase Of Furniture From Plano Office Supply In An Amount Not To Exceed \$165,000.00.

BACKGROUND:

Fire Administration will be moving to the Gravley Center once the renovations to the site are complete. New furniture has been requested for the Gravley Center as the current furniture used by Fire Administration is very old. Furniture deliveries are normally 6-8 weeks from placement of a purchase order. In order to get Fire Administration moved as soon as possible, staff estimates that the total amount needed for office furniture for the Gravley Center should not exceed \$68,000. Approval from Council will allow staff to expedite the furniture purchase orders once the quotes are firmed in the next week.

The second project to be accomplished with these funds will also 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 City facilities. In general, most of the furniture is 29+ years old and in very poor condition. Because a recurring budget for furniture replacement was established in 2015, the City has been able to replace some of the furniture throughout City Hall. Staff selected and prioritized the replacements based on offices with the highest visibility, contact with customers and citizens, and overall condition. Of the amount requested above, \$97,000.00 will be used to complete replacement within the offices and public facing waiting areas in City Hall to create a more consistent look throughout the facility.

To continue with city furniture standards, the office and conference room furniture will be purchased from Plano Office Supply and pricing will be based on our contract negotiated through the Collin County Government Forum (CCGF). A sealed bid was issued by Collin County Community College District, and we are piggy-backing onto this contract as a member of the CCGF. As a reference, pricing on this contract is better than the state of Texas contract for the same product. Staff selected mid-grade office furniture from the HON product line for City Hall also, which is the "standard" for replacements.

FINANCIAL IMPLICATIONS:

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

ACCTG UNIT

ACCOUNT

BUDGET AMOUNT

111003 68540 \$ 97,000.00

The product for the Gravley Center will be purchased from budgeted funds for the Capital account as listed below. The amount allocated in this Capital account is for all projects costs including Facility and IT costs, and not just furniture.

DEPARTMENT

Special Projects Capital Fund

ITEM BUDGET

\$ 250,000

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends approval to purchase furniture for both projects from Plano Office Supply to not exceed \$165,000.00.