



Legislation Text

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Department of Facilities & Fleet

Reference: 24-008679 MSC Furniture, Fixtures & Equipment

To: Mayor Gregory Mills and Members of City Council

Through: Michael P. Martinez, City Manager

Prepared By: Patrick Rome, Director Facilities and Fleet

Date Prepared: 7/2/2024

PURPOSE

Requesting City Council's approval for the procurement of 24-008679 MSC Furniture, Fixtures, and Equipment by awarding a contract to Working Spaces, Inc, an Authorized Reseller of National Furniture, Inc that has previously been awarded a Cooperative Agreement through OMNIA Partners utilizing competitive solicitation methods, and approving the resolution giving the City Manager, or designee, authority to sign the contract. Per Municipal Code Section 3-8-10, "Cooperative purchasing means: a) procurement conducted on behalf of two (2) or more public procurement units; b) the combining of requirements of two (2) or more public procurement units in order to obtain the benefits of volume procurements and/or reduction in administrative expenses; c) a variety of arrangements whereby two (2) or more units purchased from the same supplier using a single Invitation to Bid (ITB) or Request for Proposal (RFP); or d) leveraging the competitively procured agreements of other public entities or governmental agencies." The City shall pursue cooperative procurement methods when it has been determined to be within the best interests of the City.

BACKGROUND

The City is actively constructing a Municipal Service Center (MSC), generally located on the north side of Denver Street adjacent to N. Main Street. As a reminder, this facility will accommodate Public Works, Fleet, Parks Maintenance, and Utilities Shop staff, along with a Police Substation. Construction is rapidly progressing. Currently, we are about a month ahead of schedule thanks to the oversight of Justin Sager, Owner's Representative, and key staff in all departments. At this time, it is necessary to place an order for the furnishings so they can be placed when the building is finished. City staff that will be working in the facilities were consulted on their needs and Working Spaces, Inc are being recommended as the vendor that best meets their needs.

FINANCIAL IMPACT

This cost was part of the City Council approved budget for this project. Items in the quote include desks, workstations and associated accessories, storage (files, cabinets and shelving), tables and seating.

STAFF RECOMMENDATION

Accept the quote submitted by Working Spaces, Inc, an Authorized Reseller under the Cooperative Agreement, in the amount of \$565,250.

OPTIONS FOR COUNCIL CONSIDERATION

A Resolution will be presented at the next Regular City Council meeting if staff is so directed.

ATTACHMENT

PowerPoint