



# Municipal Service Center Furnishing Package

CITY COUNCIL MEETING – July 16, 2024

City Staff Representative:  
Department: Patrick Rome, Director  
Facilities and Fleet

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## PROCUREMENT PROCEDURE

- Piggyback:
  - OMNIA Partners holds an existing, competitively bid, Agreement with National Furniture, Inc. upon which the City has been authorized to piggyback. Cooperative purchasing is encouraged when feasible and in the best interest of the City under Brighton Municipal Code section 3-8-10.
- Open Market Items:
  - Waive the formal solicitation procedure for a purchase greater than \$100,000 if determined by City Council to be in the best interest of the City, allowing the City to single source certain items for the project.

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## PROCESS

The procurement was pursued through two methods, piggybacking and single source. An explanation of each method can be found below:

**PIGGYBACK:**

- In response to the publicly advertised RFP released by OMNIA, 44 responses were received. Following evaluation by the OMNIA leading agency, 18 contracts were awarded.
- The quote received from Working Spaces includes rates discounted between 56-67% from the MSRP for those items contracted by OMNIA.
- The majority of the items (80%) quoted by the vendor comply with the cooperative agreement rates.

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## PROCESS

OPEN MARKET ITEMS:

- Certain items are not contracted through OMNIA and have been quoted from a single source. These items are identified in the quote as Open Market Items and account for approximately 20%, or \$122,086.39, of the total contract amount. A single source of this amount requires approval by Council to waive the formal solicitation procedure.

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## Procurement Procedure

- Furnishings Package MSC Buildings
- Includes:
  - Seating
  - Storage (files, cabinets, shelving)
  - Tables
  - Desks
  - Workstations & associated desk accessories
- Total contract value: **\$565,249.95**
- Included in approved project budget



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# QUESTIONS?