

ITEM # 12
Date 02-26-08

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF CYRIDE FURNITURE AND EQUIPMENT PURCHASE

INFORMATION:

Last April, the Ames Transit Agency Board and Ames City Council approved a contract for the construction of CyRide's new office building which included a construction budget of \$2,430,000 and a total budget of \$3,000,000. Within the project budget, a furniture and technology line item exists for \$126,150.

<u>Line Item</u>	<u>Cost</u>
Architectural Fees	\$203,500
Soil Borings	\$1,350
Office Relocation	\$10,000
Bid Document Printing	\$12,000
Construction Trailer Rental	\$21,500
Survey Amendments	\$500
Furniture/Technology	\$126,150
Construction Costs	\$2,430,000
Construction Contingency (8% of Construction)	<u>\$195,000</u>
TOTAL	\$3,000,000

With the office layout and furniture design completed, the next step is to enter into a contract for this equipment. CyRide staff has worked with Iowa DOT and Federal Transit Administration staff to identify a bidding process for this purchase. It has been determined that CyRide would be eligible under the national "U.S. Communities Purchasing and Finance Agency And Other Government Agencies" bid for systems furniture. The local representative under this procurement is Pigott, Inc., located in Des Moines.

If approved, CyRide would enter into a contract with Pigott, Inc., for \$97,793.03 of the \$126,150 budget for the purchase of tables, chairs, file cabinets and other miscellaneous equipment to accommodate the new areas of CyRide's office building.

CyRide's Board of Transit Trustees reviewed and approved the furniture contract at its February 20, 2008 meeting.

ALTERNATIVES:

1. The City Council may approve a contract with Pigott, Inc., under the "U.S. Communities Purchasing and Finance Agency And Other Government Agencies" contract for \$97,793.03 to purchase furniture for CyRide's office building.
2. Do not approve a contract for the office furniture, and direct staff to prepare a separate bidding procedure.

MANAGER'S RECOMMENDED ACTION:

It is the City Manager's recommendation that the City Council approve the contract under the "U.S. Communities Purchasing and Finance Agency And Other Government Agencies" contract for \$97,793.03 to purchase furniture for CyRide's office building so that furniture will be delivered when the building's construction is complete later this spring. This process will also meet the Iowa DOT and Federal Transit Administration requirements for purchase of this furniture and equipment.