

ITEM # 13
DATE: 02-10-15

COUNCIL ACTION FORM

**SUBJECT: PURCHASE OF MODULAR FURNITURE FOR CITY HALL
RENOVATION PHASE 2 PROJECT**

BACKGROUND:

The Phase 2 City Hall Renovation Project was bid and awarded to HPC, LLC of Ames, and construction started in October 2014.

Due to the constraints of moving City staff out of City Hall for the duration of the project, the construction work was divided into two parts. The basement, which includes space for Finance (Information Technology and the Print Shop) and Public Works Engineering and the Police armory and locker rooms on the first floor is being completed in Part 1, and the Police Administration and Investigations space on the first floor will be done in Part 2. This allows Information Technology to move out of the 5th Street location it currently occupies and into the basement at the conclusion of Part 1. Some of the Police Department staff will then move into the 5th Street location while Part 2 is done, while a smaller group of Police staff will be temporarily relocated within City Hall.

The construction is progressing well and Part 1 is expected to be complete by mid-March. The purchase of modular furniture is required to meet the needs of the newly renovated space in both the basement (Finance Department's IT and Print Shop and Public Works Engineering) and on the first floor (Police Department). The modular furniture needs of these departments were combined to achieve better overall pricing, though delivery of the modular furniture will be staggered over several months.

On January 12, 2015, an Invitation to Bid (ITB) was issued to nine firms. The ITB was advertised on the Current Bid Opportunities section of the Purchasing webpage. Alternate #1 was included in the invitation, and provides for the disassembly, storage off site during construction, and re-installation of some existing Police Department furniture.

On January 30, 2015, four bids were received. The bid tabulation is shown below:

Firms	Base Bid	Add Alternate #1
Storey Kenworthy, Ames, IA	\$ 82,707.38	\$ 3,304.55
All Makes Office Interiors, Des Moines, IA	\$ 89,119.67	\$ 3,150.00
Business Interiors by Staples, Framingham, MA	\$ 91,143.34	\$ 1,875.00
OfficeMax, Urbandale, IA	No Bid	-

Staff reviewed the bids and has concluded that the apparent low bid from Storey Kenworthy, Ames, Iowa, in the amount of \$82,707.38, along with Alternate #1 in the

amount of \$3,304.55, is acceptable and meets the needs of the project for modular furniture.

The original City Hall Phase 2 Renovation project budget included \$25,000 for furnishings. An additional \$45,000 has been added to the proposed FY 14/15 adjusted budget. The Public Works Engineering budget includes \$35,500 for furniture, bringing the total available to \$105,500. Alternate #1 work will be funded by the project out of the savings from the construction bid.

ALTERNATIVES:

1. Award a contract for the purchase of modular furniture to Storey Kenworthy, Ames, Iowa in the amount of \$82,707.38, and accept Alternate #1 in the amount of \$3,304.55.
2. Award a contract to one of the other companies.
2. Reject all bids and rebid the furniture.

MANAGER'S RECOMMENDED ACTION:

This competitively bid purchase will provide modular furniture for the newly renovated space in City Hall Renovation for the Finance Department (Information Technology and Print Shop), Public Works Engineering, and the Police Department.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.