

COUNCIL ACTION FORM

SUBJECT: AWARD A CONTRACT FOR THE PURCHASE AND INSTALLATION OF FURNITURE FOR THE NEW WATER PLANT, ADMINISTRATIVE SERVICES, AND AIRPORT TERMINAL PROJECTS

BACKGROUND:

The new Water Plant is nearing completion of the construction phase, and as part of the project, the building is to be furnished with office, lobby, and training furniture. The quantity of office furniture needed to furnish for new Water Plant offered significant volume. With this volume, the City was able to combine the furniture needs of two smaller projects (Administrative Services and Airport Terminal) and realize additional cost savings for furniture needs already planned as part of each of the smaller projects.

Water Plant

On October 14, 2014, the City Council awarded a contract for the construction of a new 15 million gallon per day drinking water treatment plant. The facility also included the construction of new offices and a training room for the Water and Pollution Control Department's Administration Division, as well as offices for the treatment facility supervisors. The Substantial Completion date for the facility is May 17, 2017. While it appears that the treatment portion may be a few weeks behind schedule, the contractor has indicated that they will turn the administrative offices over to the City on May 1.

Administrative Services was created to provide administrative services for Fire, Inspections, Public Works, and Planning & Housing. With the changes, it was decided to remodel the space to serve customers better. Due to the remodel and the addition of a fifth person in the space, furniture was needed.

Airport Terminal

On October 11, 2016, the Airport Terminal Building project was awarded to Jensen Builders. The project scope was to build a new 7,000 square foot executive style terminal building next to a new 11,400 square foot itinerant hangar. The hangar was donated to the City by the private sector. The terminal project budget included a separate bid to furnish all the various spaces of the terminal building, which included the private office spaces operated by the new Fixed Based Operator (FBO), Central Iowa Air Service. It should be noted that the FBO will reimburse the City for their office furniture, and was included in the bid so that both the City and the FBO could benefit from savings realized through quantity pricing. The Terminal Building is expected to be open in July 2017.

On April 5, 2017, an Invitation to Bid (ITB) was issued to 13 vendors. The ITB was advertised on the Current Bid Opportunities section of the Purchasing webpage.

Alternate #1 was included in the invitation and provides for an alternate manufacturer for the furniture at the Airport Terminal's FBO offices.

On April 19, 2017, two bids were received. The bid tabulation is shown below:

Firms	Base Bid	Add Alternate #1
Storey Kenworthy, Ames, IA	\$ 183,362.89	\$ 21,134.06
Staples Business Advantage, Framingham, MA	\$ 229,778.64	\$21,462.50

Breakdown by Project	Storey Kenworthy	Staples Business Advantage
Group A – New Water Plant	\$126,478.93	\$156,777.29
Group B – Admin Services	\$ 12,938.85	\$ 20,108.28
Group C – Airport Terminal	\$ 43,945.11	\$ 52,893.07
Total	\$183,362.89	\$229,778.64
Alternate #1-Airport Terminal	\$21,134.06	\$21,462.50

Staff reviewed the bids and had concluded that the apparent low bid from Storey Kenworthy, Ames, Iowa, in the amount of \$183,362.89 is acceptable and meets the needs of each project for furniture. Alternate #1 will not be accepted.

The FY 16/17 Capital Improvement Plan includes \$155,000 for office furniture and furnishings as a part of the overall Water Treatment Plant project budget. The funding for the Admin Services comes from budgeted money in the City Hall Space Needs fund, which currently has \$67,000 available. The overall budget for the Airport Terminal is shown below, and furniture items as part of this bid are highlighted in red text:

Revenues		Expenses	
G.O. Bonds	\$867,000	Design (PO 51394 - Closed)	\$437,864
G.O. Bonds (Abated)	\$943,000	Site/Utilities Work (Final Accept: 11-15-16)	\$737,639
Federal	\$600,000	Terminal Construction (PO 53512 + CO#1)	\$1,968,415
State	\$150,000	Special Inspections (CMT, PO 53508)	\$7,071
ISU (now AEDC \$)	\$0	Technology (Req 52929, by IT)	\$34,522
Hotel/Motel Tax	\$250,000	Furniture/Equipment (Bid 4/19/17)	\$31,130
AEDC	\$500,000	Construction Services	\$80,000
FBO	\$12,815	FBO Furniture (Bid 4/19/17)	\$12,815
		Pilot's Lounge (Allowance)	\$15,000
		Audio/Visual (Allowance)	\$5,000
Contingency Funds	\$64,000	Contingency (as of 4-20-2017)	\$57,360
	\$3,386,815		\$3,386,815

ALTERNATIVES:

1. Award a contract to purchase and installation of furniture for the New Water Plant, Admin Services and Airport Terminal to Storey Kenworthy, Ames, Iowa in the amount of \$183,362.89.

2. Award a contract to the other company.
3. Reject all bids and rebid the furniture.

CITY MANAGER'S RECOMMENDED ACTION:

This competitively bid purchase will provide furniture and installation for the new Water Plant, Admin Services, and the Airport Terminal.

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