

COUNCIL ACTION FORM

SUBJECT: AWARD OF CONTRACT FOR THE PURCHASE AND INSTALLATION OF FURNITURE FOR CITY HALL, WATER PLANT, ANIMAL SHELTER AND WATER METER

BACKGROUND:

The City Hall employee break room is being remodeled which includes the purchase of furniture. With larger volumes of furniture, vendors are able to provide bigger discounts. Therefore, staff has combined the furniture needs of other smaller projects with the break room project and will realize a cost savings of \$7,291 by bidding the projects together.

City Hall

The employee break room was the initial project planned. An employee survey was sent to employees who work in City Hall to obtain feedback on the space. The responses indicated that a more comfortable and versatile space was desired. With the feedback, an employee team was put together to offer input on the design. As part of this renovation, improved seating and the addition of booth seating will create a more inviting space for employees. Included as part of the City Hall bid are desk upgrades for newly hired staff in Purchasing, Human Resources, and Public Works. Public Works and Human Resources also had construction to add offices or additional usable space. This also necessitated some organizational items for Public Works and Administrative Services. Additionally, three new workstations are being created in Inspections to accommodate staff.

Water Plant

The addition of a recycling bin was desired to centralize garbage and to keep a clean, professional look.

Animal Shelter

Improvements will be made to the reception area to create additional counter space and to better separate the staff work space from the public service space. This will provide a more professional look and improve the customer's experience at the shelter.

Water Meter

Conference room upgrades are being made to better utilize the space for a variety of meetings and occasions with nesting tables creating a more clean and professional space. The front desk area is difficult to monitor when making copies, so a vision panel is being added.

On February 9, 2018, an Invitation to Bid (ITB) was issued to 13 vendors. The ITB was advertised on the Current Bid Opportunities section of the Purchasing webpage.

On February 23, 2018, two bids were received. The bid tabulation is shown below:

Firms	Base Bid
Storey Kenworthy, Ames, IA	\$ 53,702.91
All Makes, Des Moines, IA	\$ 57,209.28

Breakdown by Area	Storey Kenworthy	All Makes
Group A – City Hall	\$43,432.79	\$45,288.15
Group B – Water Plant	\$4,335.74	\$4,606.60
Group C – Animal Shelter	\$3,251.44	\$3,864.03
Group D – Water Meter	\$2,682.94	\$3,450.50
Total	\$53,702.91	\$57,209.28

Staff reviewed the bids and has concluded that the apparent low bid from Storey Kenworthy, Ames, Iowa, in the amount of \$53,702.91 is acceptable and meets the needs of each project for furniture.

ALTERNATIVES:

1. Award a contract for purchase and installation of furniture for City Hall, Water Plant, Animal Shelter, and Water Meter to Storey Kenworthy, Ames, Iowa in the amount of \$53,702.91.
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 projects within City Hall, Water Plant, Animal Shelter, and Water Meter. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.