

COUNCIL ACTION FORM

SUBJECT: AWARD CONTRACT FOR THE PURCHASE AND INSTALLATION OF FURNITURE FOR CITY HALL, WATER POLLUTION CONTROL, AND CITY MAINTENANCE FACILITY

BACKGROUND:

Multiple departments planned various projects to replace outdated and inefficient office workspaces and a number of the departments looked to increased efficiency and health benefit with sit-to-stand options. Based on the quantity of office furniture needed to furnish these locations, the City was able to realize cost savings for our furniture needs through volume discounts.

City Hall

Departments included in City Hall are Finance Customer Service, Public Works Engineering, Police Administration, and Human Resources. Customer Service is replacing two workstations for Meter Readers. Public Works Engineering is replacing five workstations and adding sit-to-stand functions. Police Administration is replacing the one workstation and adding a sit-to-stand function. Human Resources is modifying one workstation to add sit-to-stand function.

Water Pollution Control Plant

All of the office spaces in the Water Pollution Control Plant are being replaced with new equipment. The WP&C office furniture is over 30 years old and is in need of replacement. This includes furniture in the waiting area, reception area, Superintendent, Assistant Superintendent, Engineer, and the Maintenance Offices.

City Maintenance Facility

Departments included in City Maintenance Facility are Public Works Traffic Signal and Sign Shop, and Fleet Services. Public Works Traffic Signal is replacing four workstations, replacing conference room table and chairs, and adding storage cabinets. Public Works Traffic Sign is replacing two workstations. Fleet Services is replacing one workstation and adding the sit-to-stand function.

Other items include tables and a cabinet for the Water Plant and four task chairs for the Power Plant. The task chairs for the Power Plant include 7% sales tax.

On December 9, 2019, an Invitation to Bid (ITB) was issued to 11 vendors. The ITB was advertised on the Current Bid Opportunities section of the Purchasing webpage.

On January 7, 2020, two bids were received. The bid tabulation is shown below:

Firms	Bid
Storey Kenworthy, Ames, IA	\$84,102.37
All Makes Office Interiors, Des Moines, IA	\$94,390.88

Breakdown by Location	Storey Kenworthy	All Makes Office Interiors
City Hall	\$31,060.57	\$32,331.14
Water Pollution Control Plant	\$25,449.69	\$30,312.26
City Maintenance Facility	\$22,481.77	\$25,759.75
Water Plant	\$3,816.79	\$4,577.42
Power Plant	\$1,293.55	\$1,410.31
TOTAL	\$84,102.37	\$94,390.88

Staff reviewed the bids and had concluded that the apparent low bid from Storey Kenworthy, Ames, Iowa, in the amount of \$84,102.37 is acceptable and meets the needs of each project for furniture.

The funding for the Human Resources along with a miscellaneous chair and storage cabinets for City Manager’s Office, comes from budgeted money in the City Hall Space Needs fund, which currently has \$46,500 available. Funding for the areas at Water Plant comes from CIP with \$38,000 available. Funding for the following spaces comes from FY 19/20 operating budget for departments: Finance Customer Service, Fleet Services, Public Works Engineering, Public Works Traffic, Police, Water Pollution Control Plant, and Electric.

ALTERNATIVES:

1. Award contract to purchase and installation of furniture for various locations in City Hall, Water Pollution Control, and City Maintenance Facility to Storey Kenworthy, Ames, Iowa in the amount of \$84,102.37.
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 various locations in City Hall, Water Pollution Control, and City Maintenance Facility.

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