

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Council Authorization for the City Manager to sign a contract with Global Total Offices in the amount of \$375,500 for the acquisition and installation of systems furniture for the new City Hall

DEPARTMENT: City Manager's Office

PRESENTED BY: Robert L. Olander, City Manager
Jesus Sanchez, Civic Center Project Manager

ISSUE STATEMENT:

The purpose of this report is to provide an update to Council on the Civic Center Project's systems furniture (cubicles, office furniture), furnishings and equipment and their associated costs and seek Council authorization for the acquisition and installation of systems furniture for the new City Hall.

The following table summarizes the anticipated purchases that fall under the category of furniture, fixtures, and equipment line-item for City Hall:

Furniture, Fixtures & Equipment	
Audio/Visual Equipment	\$285,000
Systems Furniture	375,500
Cafeteria/Kitchenette Equipment	20,000
Signage	8,000
Total	688,500
Less: Original Estimate in City Hall Budget	(400,000)
Additional Allowance Needed	\$288,500

Tonight's agenda includes another agenda item focused on the budget update of the City Hall project, which includes a recommended increase in the Furniture, Fixtures, and Equipment (FF& E) allowance of \$288,500 as shown above. The initial estimate was too low based on the equipment needed to provide the audio and visual needs within the Council Chambers, conference rooms, and the furniture needs throughout City Hall. The audio visual equipment is being purchased through the Development Agreement with OPUS in order to coordinate the required electronic and system needs in the building design. The City will be purchasing the systems furniture and kitchen items directly as opposed to it becoming a part of the OPUS development agreement.

FINANCIAL IMPACT:

Staff and the contractor continue to look for off setting savings within other elements of the City Hall budget. The most likely area for savings would be in the projected construction financing costs, as interest rates have been lower than originally projected.

Final accounting of the construction costs and related financing will be much more certain in June or July 2009. However, we do need to place the order for the systems furniture now to assure timely manufacture and delivery.

Another option for Council to consider is a 15 cent per month cable fee for cable subscribers. The City's cable franchise agreements allow for such a fee to pay for equipment required to cable cast public meetings. Staff estimates that the cost of the equipment being acquired that is directly related to developing media for televising Council meetings totals \$142,000. This would also provide the opportunity for televising of Planning Commission meetings if desired and result in actual long term cost savings to the City.

If savings within the current project budget are not realized, then staff will include the additional FF&E allowance needs in a future budget amendment. Staff would also recommend that Council consider adopting the 15 cent per month cable fee to pay for the cable casting equipment. There is significant public informational benefit in upgrading the broadcasting equipment in that it would permit televising Planning Commission meetings, Park Board meetings and other special meetings if desired.

RECOMMENDATION

Staff recommends that Council approve the acquisition and installation of the systems furniture from Global Total Offices under the New York State contract for the new City Hall in an amount not to exceed \$375,500.

Approved By: _____ City Manager  _____ City Attorney _____

INTRODUCTION

The purpose of this report is to provide an update to Council on the Civic Center Project's systems furniture (cubicles, office furniture), furnishings and equipment and their associated costs. Additionally, we will seek Council authorization for the acquisition and installation of systems furniture for the new City Hall.

BACKGROUND

In 2007, a final space plan was developed and approved that established primarily three standard work station sizes for the new City Hall building. These sizes are 56 sf, 64 sf, and 70 sf. The work station sizes were developed using industry standards and work functionality. Since the 70 sf work station was the most prevalent style, it was used as the standard for price comparison of the various systems analyzed.

A 70 sf station in systems furniture can range in cost from \$2,700 to \$12,000 depending on the features, components and materials selected. The low end systems will have a basic panel and work surfaces, limited flexibility, limited technology adaptability and reduced ability to achieve floor plate efficiency. The higher end systems will have a very high quality construction of materials, wood panels, and components and customized accessories.

Recognizing that the current furniture and work station design we have today would not be compatible with the approved space plan developed in 2007, it was determined that systems furniture was the best course in achieving maximum efficiency. An evaluation of our existing furniture was undertaken to determine the viability of re-use in the new City Hall. The current work stations do not support electrical circuits and data cabling. Extensive cleaning and retrofitting would be required as well as additional electrical changes in the building design to accommodate our current stock of work stations. Staff recognized early that the cost of complete replacement of all the furniture would be cost prohibitive. Therefore, efforts to retain certain pieces of furniture to be used in the conference rooms such as conference room tables and chairs and where it made sense to keep file cabinets, book cases etc. were a priority in terms of considering cost savings.

As the project team began the detailed layout of the departments, it became necessary to have a specific product and specifications to work with. Having a specific system allows the designers to maximize the efficiencies in the layouts and to look for opportunities to "value engineer" the system as the design is developed.

DISCUSSION

What is Systems Furniture?

Systems furniture is made up of furniture components including panels, work surfaces, and storage elements that when combined create a flexible, open office environment. Selecting systems furniture allows for efficient space planning for our new city hall, with its unique floor plan design. In order to maximize floor plate efficiency and provide natural light in the center of the new building, we have to make sure that the systems

furniture selected will be able to work well with the building conditions. These systems will have energized cubicle systems meaning that all electrical and data needs will be supplied from within the cubicle eliminating the need for extension cords and tripping hazards. It also reduces future costs in moving and relocating office modules.

Systems Furniture Manufacturer Selection

In July 2008, project staff began the process of securing a furniture system that would be compatible with the new building floor plan and business functions as well as maximizing efficiency of space and functionality. Two major goals were the selection of an environmentally sustainable furniture system and acquisition at the lowest cost possible. After a review of several manufacturers who produce similar furniture systems, Global Total Office, who is on the State of New York contract was selected. Back on October 13, 2009, Council approved the use of the State of New York contract to procure furniture for the new City Hall.

Global Total Office and their installation partner Empire Facility Services were selected after a through interview process with several manufacturers and area representatives. Global Total Office provides a moderately priced system, but more importantly, Global met the highest environmental standards we were seeking. Their furniture systems are made up of 85% recyclable products when delivered and 100% recyclable when discarded at the end of their lifecycle.

Some of Global's environmental initiatives include:

- A tree planting program to replace those cut to produce catalogues
- Not using the tropical woods listed in CITES, the Convention on International Trade in Endangered Species
- Eliminating ozone-damaging Freon, CFC's and HCFC's as blowing agents from molded polyurethane parts
- Maximizing the use of powder paint finishes on metal parts in production facilities.

Global's responsible manufacturing practices and earth-friendly programs demonstrate a commitment to the protection and conservation of the environment. A critical element in achieving LEED Silver and possibly LEED Gold is selecting sustainable systems furniture as part of the overall score. (Attachment A)

On October 13, 2008, a motion to authorize the City Manager to execute intergovernmental cooperative purchasing agreements with the US communities, National Joint Powers Alliance, and the State of New York was passed. This contract provides a substantial reduction from the list price for the furniture systems provided by Global.

The final costs include providing furnishings for approximately 95 work stations and 30 private offices as well as the lobby and council chambers. Each work station will be provided with an overhead storage bin, bookshelf, work surfaces, and glass panels for

light transmission. The office furnishings include a desk and work surface, customer chair, and bookshelf. Staff recognized early that the cost of complete replacement of all the furniture would be cost prohibitive. Therefore, efforts to retain certain pieces of furniture to be used in the conference rooms such as conference room tables and chairs and where it made sense to keep file cabinets, book cases etc. were a priority in terms of considering cost savings. In addition, Directors and managers with existing office furniture would retain those pieces and not purchase new. The total cost of furniture including installation and appropriate taxes will be approximately \$375,500

Cost of Furnishings and Equipment

The adopted City Hall budget included a \$400,000 allowance for furniture, fixtures and equipment.

The cost to provide the required audio visual equipment for the Council Chambers and public conference rooms totaled \$285,000. This includes an audio system for the Council Chambers (microphones and sound system), cameras and production equipment to record meetings, computer systems at the Council dais, presentation screens, and projectors. As Council is aware we currently do not own this equipment and have contracted for this service at approximately \$40,000 per year.

There is a revenue option available to the City to recoup the cost of providing equipment so that the City can broadcast public meetings on the government access channel. Both of the City's franchises with Comcast and Verizon provide that the City can assess each subscriber's account 15 cents per month (\$1.80 per year) to pay for cable casting equipment. Council would need to pass an ordinance allowing the City to assess this fee. Based on the current number of cable subscribers staff estimates that we would collect approximately \$28,000 per year from this fee. It would take approximately 5 years to collect enough revenue to cover the cost of the video and audio production equipment linked to generating video of meetings.

The acquisition and installation of audio equipment leaves a remaining allowance of \$115,000 (\$400,000 less the AV equipment cost of \$285,000). As presented earlier in this report the systems furniture is estimated to cost \$375,500. In addition to this staff is estimating that equipment for the kitchenettes and cafeteria will cost approximately \$20,000 and that wayfinding signage (not included in the construction costs) will be approximately \$8,000. The cost of the systems furniture, remaining equipment, and wayfinding signage total \$403,500. This combined with the \$285,000 for audio visual equipment brings the total FF&E costs to \$688,500, approximately \$288,500 over the original estimate. As indicated above, staff and the contractor will continue to look for off setting savings in other areas of the project budget.

RECOMMENDATION

Staff recommends that Council approve the acquisition and installation of the systems furniture from Global Total Offices under the New York State contract for the new City Hall in an amount not to exceed \$375,500.

ATTACHMENTS:

Attachment A - Evolve Environmental Story



evolve

AN ENVIRONMENTAL SUCCESS STORY

FURNITURE FOR A SUSTAINABLE WORLD.

Wherever possible, the entire Evolve panel system and the processes to manufacture it were designed to save and protect the environment. In addition, the product can be recycled at the end of its use, starting the process of recycled material over again.

Not only are Evolve panels 100% recyclable at the end of their lifespan, but throughout the initial manufacturing process, Evolve maximize the use of material that would otherwise go to landfill. An estimated 82% of an Evolve entire panel is made from recycled and environmentally friendly material.

Evolve is the first office systems furniture manufacturer to mold together 100% recycled wood waste (from its own factories) and 100% recycled plastic into its panel manufacturing process. In addition to using this unique Wood Fiber Composite (WFC), which is able to be reprocessed, Evolve has designed these molded components to enhance the sound capturing capabilities of the panel.

Fabric offerings include selections woven from 100% recycled yarn that is made from post-consumer and post-industrial waste. After panel production all fabric scraps are collected, baled and sent to a fabric recycler.

For sound absorption, Evolve utilizes mineral wool insulation that is made from recycled slag (steel byproduct) and basalt rock. This high density mineral wool provides maximum sound absorption and is fire resistant, water repellent and will not support growth of fungi or mildew.

Evolve epoxy powder coating process involves no liquids and is solvent free. It contains no harmful VOC's or lead. Up to 99% of over-sprayed powder is reclaimed, mixed with virgin powder and reused. All powder that doesn't get recirculated is recycled and used to paint non-exposed parts.

At Evolve we are committed to:

- Provide our customers with products that, through their entire life cycle, minimize the negative impacts on the environment.
- Exercise diligence in the continuous improvement of our environmental systems and the prevention of pollution.
- Comply with both the spirit and the letter of all relevant environmental legislation and regulations.

Evolve is ISO 9001: 2000, ISO 14001: 2004 Registered and Greenguard Certified 

Evolve Furniture Group

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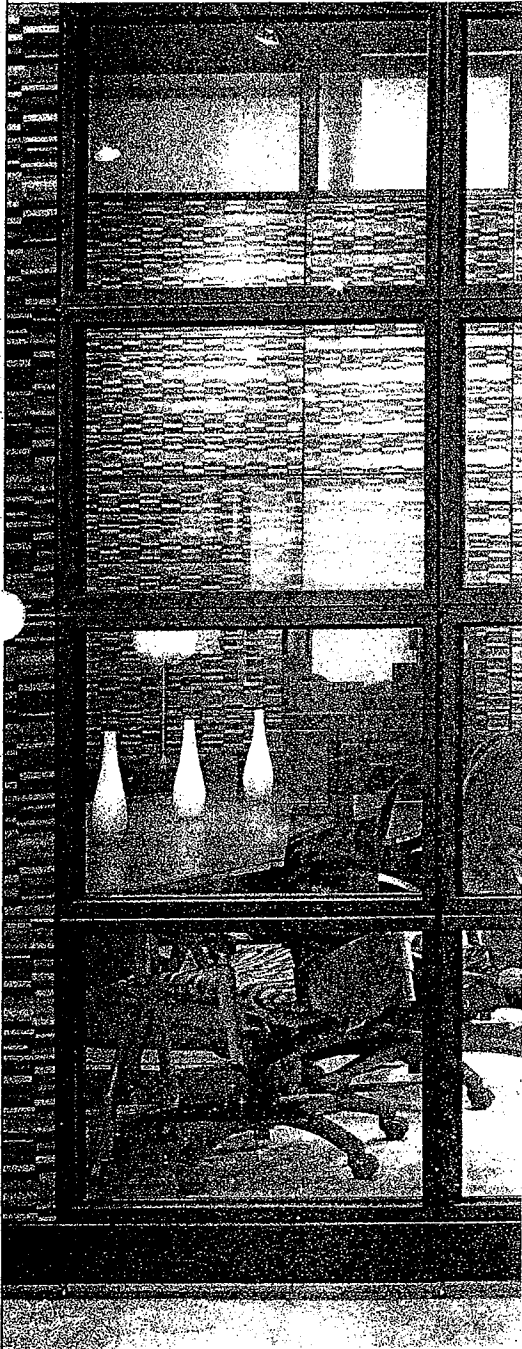
www.evolvefurnituregroup.com

For further information please contact:

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FURNITURE FOR A SUSTAINABLE WORLD.



<u>COMPONENT</u>	<u>MATERIAL</u>	<u>RECYCLED CONTENT</u>	<u>WASTE RECYCLABLE</u>	<u>WASTE RECYCLED</u>
Panel	Honeycomb	75%	Yes	100%
	* Insulation	100% byproduct	Yes	**0%
	Structural PVC	100%	Yes	100%
	PVC Trim	0%	Yes	100%
	Modules (plastic/wood)	100%	Yes	100%
	** Fabric	Some Fabrics	Yes	100%
	Steel	0% to 25%	Yes	100%
Packaging	Cardboard	80%	Yes	100%

* Note: Evolve insulation is derived from 50% slag (inert steel byproduct) combined with volcanic and other organic material.

** Note: Due to near total usage, recycling program is not practical.

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