

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Purchase Bulk Furniture from Global Industries for the Police Station at City Hall Project and for Ronald Wastewater District staff relocating to City Hall
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Dan Johnson, Fleet & Facilities Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT: Staff is requesting City Council approval to authorize the City Manager to execute a purchase order in the amount of \$223,871 to purchase bulk furniture from Global Industries. The furniture predominately consists of work station panels with small daylight windows, file cabinets and desks. The furniture will be purchased for both the Police Station at City Hall Project which entails installation of furniture for work stations on the 1st and 3rd floors for Police and Planning and Community Development and changes on the 4th floor to accommodate Ronald Wastewater District staff when they move into City Hall in October 2017.

The State of New York is under contract with Global Industries to purchase furniture products at competitive rates. On October 13, 2008, Council authorized staff to execute an Intergovernmental Cooperative Purchasing Agreement with the State of New York to utilize their contract to purchase furniture from Global Industries to furnish City Hall. Staff is committed to utilizing existing cooperative purchasing agreements such as the State of New York because they provide the best value for the City.

In accordance with Section 2.60.050 (5) of the Shoreline Municipal Code (SMC), City Council authorization is required for purchases of materials and equipment in excess of \$100,000.

RESOURCE/FINANCIAL IMPACT: The cost to purchase the furniture totals \$223,871 including sales taxes. By using the New York contract and purchasing all furniture needed directly from Global Industries in 2016, the City will save \$12,042 as a result of consolidating the order for all floors into a single bulk order. The 2016 General Fund Citywide Budget includes sufficient appropriation to purchase the furniture.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to purchase bulk furniture from Global Industries in the amount of \$223,871.

Approved By: City Manager _____ City Attorney _____

INTRODUCTION

The floor design plans for the Police Station at City Hall Project are complete. With the relocation of staff to various floors and with police and Ronald Wastewater staff moving into City Hall in the near future, the construction process requires purchasing furniture for required staff work stations. Staff is requesting approval to purchase the furniture in bulk from Global Industries through the use of a Cooperative Purchasing Agreement with the State of New York.

The City of Shoreline per SMC 2.60.080 enters into Interlocal Cooperative Purchasing Agreements with other governmental entities to benefit from competitive bidding processes that are already completed by other agencies. These processes are beneficial because they save staff time and allow the City to receive cost savings from use of larger lower cost competitive purchasing agreements, thus providing direct cost savings to the City. This contract provides for purchases of this magnitude at a 63% discount off of the listed prices.

BACKGROUND

On October 13, 2008, City Council authorized staff to execute an Intergovernmental Cooperative Purchasing Agreement with the State of New York to utilize a furniture contract they executed with Global Industries. The utilization of the New York contract and purchasing furniture from Global Industries at this time provides several benefits including the following:

- The City can save financial resources by purchasing all of the furniture needed at this time at discounted prices.
- Utilizes a competitive bidding process that has been already completed by the State of New York.
- The furniture will be stored in a local warehouse upon arrival and will be installed when needed without delaying the project construction schedule.
- Employees can continue working at their new work stations with minimal interruptions.
- The furniture panels are made from 100% recycled materials which support the City's Green Initiatives.

RESOURCE/FINANCIAL IMPACT

The cost to purchase the furniture totals \$223,871 including sales taxes. By using the New York contract and purchasing all furniture needed directly from Global Industries in 2016, the City will save \$12,042. The 2016 General Fund Citywide Budget includes sufficient budget appropriation to purchase the furniture.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to purchase bulk furniture from Global Industries in the amount of \$223,871