



## AGENDA REPORT

**Meeting Date:** July 15, 2008  
**Item Number:** F-10  
**To:** Honorable Mayor & City Council  
**From:** Donielle Larson, Associate Project Manager  
**Subject:** APPROVAL TO ISSUE A PURCHASE ORDER TO ONE SOURCE FACILITIES GROUP, LLC IN THE AMOUNT OF \$424,967 FOR OFFICE FURNITURE FOR THE CITY HALL GROUND FLOOR REMODEL

**Attachments:** 1. None

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### RECOMMENDATION

It is recommended that the City Council approve the purchase order in the amount of \$424,967 to One Source Facilities Group, LLC to purchase staff work stations and office furniture as a part of the Ground Floor Remodel of City Hall.

### INTRODUCTION

The proposed purchase order for work station and office furniture will replace furniture provided under the previous remodel. As part of the Civic Center development in 1988, City Hall was remodeled which included systems work station furniture. For nearly 20 years this furniture has provided adequate service; however, the product needs to be replaced due to worn surfaces and ergonomic advances.

### DISCUSSION

The ground floor of City Hall is currently undergoing a remodel to create a Customer Service Center for the public and to update the staff work area. The Customer Service Center will provide customers with a central location from the main entry to City Hall for City business. In addition to offering a convenient location, the customer will have access to expanded services beyond development permits including paying utility bills, securing parking permits and self-service computer stations to access City services provided over the internet. To accomplish this, multiple City departments are being brought together to minimize the need for the customer to move through City Hall for different functions.

Beyond the public areas the scope of the project includes upgraded office space for staff operations, including wall, ceiling and floor finishes, new lighting, upgraded HVAC controls and the replacement of staff work stations.

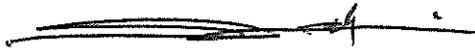
Systems work station furniture from three of the leading furniture manufacturers were evaluated for quality, features and ergonomic standards. A request for proposal was solicited from vendors for Knoll, Kimball and Hayworth. The cost proposal from One Source Facilities for the Kimball product was the lowest of the three submitted proposals. The basis for the cost proposal is General Administration Services (GSA) pricing ensuring that the City receives the best competitive cost for the product.

The proposed purchase order, in the amount of \$424,967 to One Source Facilities Group, LLC is for 57 staff work stations, tables and chairs for two conference rooms, storage units to accommodate a central file room and chairs for the customer waiting area. In addition, the purchase order includes a contingency of \$20,000 for furniture items that are not specified, but would be necessary to complete the project. The work stations specified are in conformance with the ergonomic standards that the City has set.

In addition to providing the lowest cost, One Source Facilities was selected for its commitment to timely delivery and installation and quality of product. This firm successfully moved the Community Development Department to the modular building at the start of the Ground Floor remodel project.

**FISCAL IMPACT**

Funding for this purchase has been allocated from the FY 08-09 Capital Improvement Program budget for the City Hall Master Project #0851.

  
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Scott G. Miller  
Finance Approval

  
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David D. Gustavson  
Approved By