



AGENDA REPORT

Meeting Date: February 17, 2009
Item Number: F-12
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 \$231,398 FOR OFFICE FURNITURE AND HIGH DENSITY STORAGE FOR THE POLICE FACILITY AND EMERGENCY OPERATIONS CENTER REMODEL AND EXPANSION

Attachments: 1. None

RECOMMENDATION

It is recommended that the City Council approve the purchase order in the amount of \$231,398 to One Source Facilities Group, LLC (One Source Facilities) to purchase staff work stations, office furniture and high density storage as part of the Police Facility and Emergency Operations Center Remodel and Expansion.

INTRODUCTION

As part of the Civic Center development in 1988, work station furniture was purchased for the newly completed Police Facility. For over 20 years this furniture has provided adequate service; however, the product needs to be replaced due to worn surfaces and ergonomic advances. The proposed purchase order for work stations, office furniture and storage units will replace furniture provided under that project.

DISCUSSION

The Police Facility is being remodeled on portions of the second and third floors to improve the staffing configuration, upgrade work areas and to create a state of the art Emergency Operations Center (EOC). These improvements will include new wall, ceiling and floor finishes, lighting, upgraded HVAC controls, the replacement of staff work stations, and the addition of a high density storage system for the Property and Evidence Room. This storage system represents a 60% increase in current storage capacity for property and evidence holding.

The Kimball systems work station furniture, supplied by One Source Facilities, was selected and purchased for the City Hall Ground Floor Remodel. For that project, systems work station furniture from several of the leading furniture manufacturers were evaluated for quality, features and ergonomic standards. The cost proposal from One Source Facilities for the Kimball product was the lowest of the submitted proposals.

In addition to providing competitive pricing, One Source Facilities has been selected for the Police Facility Remodel for its commitment to a high level of customer service and providing a quality product. The basis for the cost proposal is General Administration Services (GSA) pricing ensuring that the City receives the best competitive cost for the product. One Source Facilities has also successfully performed several staff moves, including the relocation of Police staff into a temporary space in City Hall.

The proposed purchase order, in the amount of \$231,398 to One Source Facilities Group, LLC is for 44 staff work stations and a high density storage system for the Property and Evidence Room. In addition, the purchase order includes a contingency of \$21,000 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.

FISCAL IMPACT

Funding for this purchase has been allocated from the FY 08-09 Capital Improvement Program budget for the Police Facility Maintenance and Improvement Project #0610.



Scott G. Miller
Finance Approval

 

David D. Gustavson
Approved By