

AGENDA REPORT

DATE September 7, 2004

ITEM Office Furniture Purchase – Planning Department

INITIATED BY City-County Planning

ACTION REQUESTED Authorize Purchase

PREPARED BY Andrew Finch, Senior Planner

APPROVED & PRESENTED BY Benjamin Rangel, Planning Director

RECOMMENDATION:

It is recommended the City Commission approve the following motion.

MOTION:

“I move the City Commission authorize the purchase of office furniture for the Planning Department from Western Office Equipment in the amount of \$26,588.92.”

BACKGROUND:

The Planning Department has been gradually upgrading its office space during the last 6 months. This upgrade was precipitated by a number of circumstances:

- The Mapping Section moved across the hall, creating additional space in the Department;
- New employees were planned, and the existing office configuration would not allow for their efficient placement;
- The existing office furniture was outdated, disjointed and inadequate for efficient Department and employee operations for the efficient provision of public services; and,
- A source of funds had been identified for the upgrades.

The Office has received new carpet, fresh paint, library shelving and countertops. To complete the upgrade, new individual, modular office furniture (with associated layout and installation service) is proposed to be purchased.

Staff discussed remodel options with two local office supply companies. This included discussing possible office layouts and furniture manufacturers, and obtaining quotes for a sample individual work space configuration. After comparing the two options, the company that provided the lowest cost quote was selected to aid with design of the office and to provide a full quote for new furniture.

Both of the companies carry products covered under cooperative purchase contracts for systems component furniture. Montana law allows local governments like Great Falls to purchase supplies and services covered under an authorized State or Federal cooperative purchase contract to take advantage of the cost savings realized by volume purchasing. Since the products have gone through a formal RFP and price negotiation process, the City is not obligated to repeat the process and can purchase directly from such companies.

The selected company, Western Office Equipment, worked with staff to design a more efficient, effective office layout that fit the requisite number of employees, work spaces and storage areas into the Department’s office space. After reaching a conclusion on design, staff and Western Office Equipment identified furniture for each of the eight (8) workspaces. The total of \$26,588.92 (including delivery and installation) is below the budgeted dollar amount.

Attachment: Price Quotation