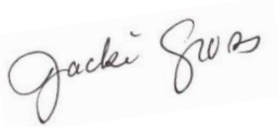


## MEMORANDUM

To: Mayor Don Keil  
Seguin City Council Members  
Douglas Faseler, City Manager

From: Jacki Gross, Library Director 

Copy To: Tammy Garcia, Director of Human Resources

Subject: Library Building Project - Furniture, Fixtures and Equipment (FFE) Bid Award and Purchases through Purchasing Cooperatives

Date: August 18, 2015

The bond package for the Seguin's new public library facility includes funding for furniture, fixtures and equipment for the facility. A large portion of the FFE items selected by the library design team will be purchased through the TxMAS contract or other purchasing cooperatives contracts such as BuyBoard and US Communities. Attached is a cost breakdown of the products that will be purchased using the state contract (TxMAS) or other purchasing cooperative contracts that meet all State bidding requirements.

Bids were solicited for FFE products not available through purchasing cooperatives or TxMAS. Three companies submitted bid proposals. The bid from Henricksen was the low bid at \$120,763.93; however, it did not meet the bid specifications. Specifically, the bid submitted by Henrickson did not include delivery costs and they did not bid on "attic stock". "Attic stock" is the term used to refer to extra material purchased to ensure that identical materials can be used for future repairs and replacements. Additionally, there were several other issues of concern: pricing was only valid for 30 days; they require a 50% deposit at the time of order entry which does not conform to City procedures; the final invoice, with a payment term of net 15 days instead of the City's net 30 days, is issued when the products are delivered to their warehouse, not when it is delivered to the City; and a subcontractor would handle the installation of the furniture.

Therefore, staff recommends awarding the bid to Office Source, Ltd., the second lowest bidder, in the amount of \$144,792.53. Office Source met all the bid specifications, provided pricing for "attic stock" and has their own installation team.

Furthermore, staff requests Council approval for FFE purchases through the various contracts and bid package in the amount of \$1,129,916.32 as indicated on the attached breakdown.