



MEMORANDUM

TO: Mayor and City Councilmembers
Doug Faseler, City Manager

FROM: Twila Wood, Purchasing Manager

DATE: September 6, 2016

RE: Furniture, Fixtures, & Equipment Purchases for the Utility Operations Center

Funding for the new Utility Operations Center includes a \$350,000 allowance for Furniture, Fixtures, and Equipment (FFE). Items have been selected by a committee composed of the Architect, Designer, and City staff. Details about the items to be purchased can be found in the attached presentation. Representatives from TSG Architects and STG Design are also present to answer any questions you may have.

A large portion of the FFE items can be purchased through State of Texas TxMAS contracts while other items can be purchased through the US Communities purchasing cooperative contract. Three (3) quotes were obtained for items not available on contracts. All purchases are in compliance with state competitive bidding requirements.

Workplace Resource is an authorized dealer for the manufacturers offering their items through the TxMAS contracts. While there are other authorized dealers listed on the contracts, the Designer on this project has worked successfully with Workplace Resource on other large TxMAS projects and the company is highly recommended. All products will ship to the Workplace Resource warehouse in San Antonio. Their staff will inspect all deliveries, transport the furnishings, assemble and install all items into the new facility.

Staff requests Council approval for FFE purchases through the various contracts and open market bids in the amount of \$194,336.33 as indicated on the attached list.