



MEMORANDUM

TO: Mayor and City Councilmembers
Doug Faseler, City Manager

FROM: Twila Wood, Purchasing Manager

DATE: March 28, 2019

RE: Furniture, Fixtures, & Equipment Purchases for the Development Services Center

Funding for the new Development Services Center includes a \$150,000 allowance for furniture, fixtures, and equipment (FFE). Items have been selected based on durability and style by a committee composed of the Architect, Designer, and City staff. All furniture for the facility is included in the purchase. Workstations and privacy screen panels for the lobby meet-me areas are also included in the purchase. The workstations and panels were proposed in lieu of constructing permanent walls, which saves space and allows for more staff offices. These items are part of the construction budget, which is \$1,937,534. The contract with The Koehler Company was approved for \$1,772,475 leaving a balance of \$165,059 for other miscellaneous construction costs. Details about the items to be purchased can be found in the attached presentation.

A large portion of FFE items can be purchased through various purchasing cooperative contracts including the State of Texas TxMAS contracts, National Cooperative Purchasing Alliance (NCPA) contracts, and the OMNIA Partners contracts. Informal 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 Architect and Designer on this project have worked successfully with Workplace Resource on other large TxMAS projects including the City's recently completed Utilities Operations Center. Their staff will assemble and install all items into the new Development Center facility.

Staff requests Council approval for FFE purchases through the various contracts and open market bids in the amount \$215,924.83 (\$164,253.46 for furniture and \$51,671.37 for workstations and screen walls) as indicated on the attached list.