



**Recommendation for
Water & Wastewater Commission**

Commission Meeting Date:	January 11, 2017
Council Meeting Date:	January 26, 2017
Department:	Purchasing
SUBJECT	
<p>Authorize negotiation and execution of 60-month contracts for the purchase and installation of office furniture through the following cooperative purchasing programs: Texas Local Government Purchasing Cooperative (BuyBoard), U.S. Communities, Texas Multiple Awards Schedule, and National Joint Powers Alliance, for a total estimated contract amount not to exceed \$10,000,000 each and combined. This is a multi-department contract. Austin Water's portion of the requested authorization is \$227,734.</p>	
AMOUNT AND SOURCE OF FUNDING	
<p>Funding in the amount of \$26,569 is available in the Fiscal Year 2016-2017 Operating Budget of Austin Water. Funding for the remaining 53 months of the contract period and is contingent upon available funding in future budgets.</p>	
Purchasing Language:	<p>Multiple cooperative purchasing programs were reviewed for these goods and services. The Purchasing Office has determined that these cooperative programs best meet the needs of the departments to provide the goods and services required at the best value for the City. The recommended cooperative programs are the current providers for these goods and services.</p>
Prior Council Action:	N/A
For More Information:	Yolanda Miller, 512-974-2033; Augie Cancino, 512-972-0344; Anna Bryan-Borja, 512-972-0120
Boards and Commission Action:	January 11, 2017- To be reviewed by the Water and Wastewater Commission.
MBE/WBE:	<p>This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9D Minority Owned and Women Business Enterprise Procurement Program. For the goods and services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established.</p>

These contracts will be used for the purchase, installation and related services of various types of office furniture and fixtures for various remodeling and expansion projects by various City departments. The City plans to use furniture manufacturers under approved cooperative contracts to contract with companies including, but not limited to, Allsteel, Humanscale Corporation, Kimball Office, Global Industries Inc., Trendway, Steelcase, Knoll, Herman Miller Inc and their associated dealers. This is an indefinite delivery contract and orders will be placed based on budgeted funds.

These contracts will be largely limited to office furniture meeting the City's sustainability objectives. Contractors will be required to provide office furniture that is certified to meet furniture emissions standards. This standard focuses on indoor air emissions from furniture and other products. The benefits for controlling off-gas chemicals is linked to allergies, asthma and other illnesses. Sustainable office furniture can protect the health of building occupants by limiting emissions of harmful chemicals. Whenever available, local dealers will be used for furniture delivery and installation services.

The Building Services Department (BSD) currently provides maintenance and support services to over 200 buildings located throughout the City. Support services include assisting with the purchase and installation of office furniture, including but not limited to, modular systems, seating, and conference room furniture. BSD is frequently requested to assist City offices to redesign office spaces to accommodate new staff or project requirements. To maintain the original design features and for consistency, BSD must order from the same furniture company. These contracts will allow BSD to be more efficient in delivering timely responses to its customers.

Austin Water's (AW) Facility Management provides maintenance and support services to 14 separate locations. Austin Energy's (AE) Facilities Management provides maintenance and support services to 20 separate locations. Support includes coordinating the purchase and installation of a variety of office furniture including modular systems, conference room and office furniture, and seating. As part of its Facilities Master Plan, AE plans to remodel and repurpose areas in several facilities which will require the purchase of modular furniture including cubicles and office furniture including desks, chairs, and shelving. When possible, AE re-uses furniture and fixtures in its existing inventory.

The Aviation Department has scheduled Austin-Bergstrom International Airport terminal improvements and furniture replacement projects. Aviation also plans to provide replacement parts for existing furniture. In addition, the Library anticipates the need to purchase auxiliary furniture products for the new Central Library and for library renovations budgeted under the recent bond project.

Use of the cooperatives contracts will allow the City to compare prices among a number of companies, ensuring the best value to the City. These cooperative purchasing programs have all been competitively bid and negotiated, and offer deep discounts off list prices.