



**Purchasing Contract
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 17
AGENDA DATE: Thu 05/06/2004
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SUBJECT: Authorize execution of a contract through the State of Texas, Texas Building and Procurement Commission, with HAWORTH INCORPORATED, Austin, TX, and the authorized distributor FURNITURE MARKETING GROUP, Austin, TX, for the purchase and installation of modular office systems for built-in cubicle arrangements including wall panels, desk tops, cabinet doors etc., (no freestanding chairs or tables) for the Neighborhood Housing and Community Development Office in an amount not to exceed \$293,079.29

AMOUNT & SOURCE OF FUNDING: Funding is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Neighborhood Housing and Community Development Office.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing	DIRECTOR'S
DEPARTMENT: for Neighborhood Housing and Community Development;	AUTHORIZATION: <u>Vickie Schubert</u>

FOR MORE INFORMATION CONTACT: Elizabeth Sanchez, Buyer/974-3266

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Purchasing Cooperative.

MBE / WBE: N/A

This contract will provide for modular panels and modular furniture to furnish the offices for the Neighborhood Housing and Community Development Office (NHCD) to be relocated to 1100 East 11th Street. The leased space has 26,546 square feet and includes approximately 74 offices and workstations with conference/training rooms and records storage areas. The furniture meets the office function requirements of the home-ownership training program and will also be used for meetings for the housing boards/commissions and subcommittees. The current modular furniture is in excess of 20 years old and is in need of replacement to reduce the risk of injuries in the workplace.

A resolution was approved by the Austin City Council authorizing the NHCD to negotiate and execute a lease for office space at 1100 East 11th Street on January 31, 2002; and, the lease was amended on January 29, 2004, to include additional office space to accommodate the customer service functions originally planned for the storefront.

The NHCD office administers federal and local monies to provide housing, community, and small business development services to create opportunities for Austin's low- and moderate-income residents. The new location will allow NHCD and Austin Housing Finance Corporation (AHFC) to consolidate and provide all services in one central location. The leased space also allows NHCD and AHFC to meet increased demand for several programs and activities including the Down Payment Assistance Program,

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the Architectural Barrier Removal Program, and the Homeowner Rehabilitation Loan Program.

Some of the items necessary to completely furnish the office space, such as freestanding chairs and conference tables, are not available under this less expensive State of Texas contract; therefore, the remaining items will be supplied under the U.S. Communities contract with the same vendor.

The local authorized dealer, Furniture Marketing Group, will provide and install the furniture for the manufacturer Haworth Inc.

Haworth is under contract with the Texas Building and Procurement Commission (TBPC) to supply modular furniture statewide as a result of a competitive bidding process through TBPC.