



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

**AGENDA ITEM NO.: 18
AGENDA DATE: Thu 05/06/2004
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SUBJECT: Authorize execution of a contract through the U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE with HAWORTH INCORPORATED, Austin, TX, and the authorized distributor FURNITURE MARKETING GROUP, Austin, TX, for the purchase and installation of freestanding furniture to include chairs and conference tables for the Neighborhood Housing and Community Development Office in an amount not to exceed \$102,125.10.

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 seating and conference tables to furnish the offices for 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 facilities 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. In an effort to save costs, all existing chairs and conference tables in good condition will be used in the new building.

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



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Some of the items necessary to completely furnish the office space are not available under this U.S. Communities contract; therefore, the remaining items (modular office systems) will be supplied through the State of Texas contract with the same vendor. The items in this contract (chairs and free standing conference tables) were not available through the State of Texas contract.

The U.S. Communities Government Purchasing Alliance was established in cooperation with an Advisory Board of local government purchasing officials across the United States. It is sponsored by the National Association of Counties, the National Institute of Governmental Purchasing, the National League of Cities and the United States Conference of Mayors. These entities pool the purchasing power of public agencies to achieve greater volume discounts for all participants. Fairfax County, Virginia, the lead participating agency, issued a competitive solicitation and awarded contracts to various furniture manufacturers that provide a purchasing forum for public agencies nationwide.

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