



## Recommendation for Action

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**File #:** 20-1406, **Agenda Item #:** 34.

3/12/2020

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### **Posting Language**

Authorize negotiation and execution of a multi-term cooperative contract with Workplace Resource, LLC D/B/A Workplace Resource, to provide furniture and installation services, for up to three years for a total contract amount not to exceed \$810,000.

(Note: This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9D Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods and services required for this procurement, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

### **Lead Department**

Purchasing Office.

### **Client Department(s)**

Parks and Recreation Department.

### **Fiscal Note**

Funding in the amount of \$193,500 is available in the Fiscal Year 2019-2020 Operating Budget of the Parks and Recreation Department. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

Multiple vendors within this cooperative purchasing program were reviewed for these goods and services. The Purchasing Office has determined this contractor best meets the needs of the department to provide the required goods and services at the best value for the City.

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov) <<mailto:AgendaOffice@austintexas.gov>> or to Mike Zambrano, at 512-974-3130 or [Mike.Zambrano@austintexas.gov](mailto:Mike.Zambrano@austintexas.gov) <<mailto:Mike.Zambrano@austintexas.gov>>.

### **Additional Backup Information:**

The contract will provide a reliable source for the purchase and installation of Herman Miller, Inc. furniture for the Parks and Recreation Department (PARC). A 2018 bond proposition approved by voters provided PARC an allocation of \$39M for building renovations and infrastructure. Utilizing this cooperative will provide access to needed office furniture and installation for several PARC locations under renovation or expansion including the Dove Springs Recreation Center. In addition, it will be used for reconfiguring structures in preparation for increased staffing. Using this cooperative contract provides the PARC volume discount pricing and the flexibility to purchase a wide variety of designs, layouts, and types of office furniture that best meet the needs of the PARC's diverse and unique buildings.

The U.S. Communities cooperative establishes a competitively bid contract that can be utilized by the City of

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Austin through a cooperative agreement. Cooperative agreements save taxpayer dollars by leveraging volume buying power to drive down costs on hundreds of contracts through a streamlined cooperative purchasing program.

The City has an existing furniture contract in which each department is authorized annual funding. The authorization requested for that contract did not contemplate projects of this size and does not have enough remaining authorization. The requested authorization amount for this contract was determined using department estimates of their future needs.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	1 yr.	\$387,000
Optional Extension 1	1 yr.	\$222,000
Optional Extension 2	1 yr.	\$201,000
<b>TOTAL</b>	<b>3 yrs.</b>	<b>\$810,000</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.

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