



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

**AGENDA ITEM NO.: 21
AGENDA DATE: Thu 02/17/2005
PAGE: 1 of 1**

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, and modular office furniture, for a total contract amount not to exceed \$229,531.56.

AMOUNT & SOURCE OF FUNDING: Funding is available in the Fiscal Year 2004-2005 Approved Capital Budget of the Financial Services Department.

FISCAL NOTE: A fiscal note is attached.

REQUESTING Purchasing	DIRECTOR'S
DEPARTMENT: for Financial and	AUTHORIZATION: <u>Vickie Schubert</u>
Administrative Services;	
Financial and	
Administrative Services -	
Building Services;	

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 systems furniture for the relocation of Financial Services' Controller's, Purchasing, and Telecommunication and Regulatory Affairs Offices from a leased facility at II Commodore Plaza to the City-owned Municipal Building at 124 W. 8th Street. In addition to accommodating the increase in the number of employees to be located in the building, some of the new offices have numerous visitors and high traffic areas as well as extensive file storage needs. As a result, the office space in the building required re-configuration. This contract will provide for 60 modular offices at \$3,826 per station. All hard-wall offices will re-use existing free-standing furniture from the Municipal Building, Norwood Towers and II Commodore. To the extent possible, existing systems furniture will also be reused.

The projected move-in date is scheduled for April 2005. Delivery is estimated at six weeks, including two weeks for installation.

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.

**CIP
Fiscal Note**

DATE OF COUNCIL CONSIDERATION:
DEPARTMENT:

Financial and Administrative Services Department

DESCRIPTION: 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, and modular office furniture, for a total contract amount not to exceed \$229,531.56.

FASD

Project Name: City Hall Renovation
Project Authorization: 2004-05 Capital Budget
Funding Source: CIP Interest
Number: 8560-747-0039

Current Appropriation	\$1,191,894.00
Unencumbered Balance	\$746,488.33
Amount of This Action	<u>(\$229,531.56)</u>
Available Balance	\$516,956.77