



City Council Report

Date: October 1, 2018
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: 11-Month Term Contract with Four Years of Renewal Options for Furniture Products and Services including Design and Installation Services for the Business Services Department supporting Citywide Use **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

The Business Services Department and Purchasing recommend authorizing the purchase using the State of Arizona cooperative contract with Goodmans Interior Structures at \$75,000 annually, based on estimated usage.

Background / Discussion

The City has generally standardized on Herman Miller systems furniture (cubicles) throughout City Departments. Goodmans is the only authorized Herman Miller dealer in Arizona. This contract will provide a master agreement used to purchase furniture components and services required for small reconfiguration projects for City Departments. Any projects that exceed \$25,000 are not included in this request and will be brought back to Council for a separate approval.

The City's Space Planner has a stock of parts and components that he reuses on projects and uses this contract for required items that are not available in stock. He also does most of the design and some of the installations. Complex designs and bigger installations are done by Goodmans.

All available coop contracts with Goodmans for Herman Miller product were compared and the State of Arizona contract offers the best pricing and discounts, however depending on our furniture needs, Goodmans may provide pricing based on the U.S. Communities contract giving the City a broader pool of products to work with for the unique needs of our facilities and also providing better pricing and discounts based on the U.S. Communities contract. Goodmans provides the best pricing or discount available from each contract based on our needs.

Purchase Information

Action: Award

Procurement Type: Cooperative Contract Use

Contract Number: 2019041

Contracting Agency/Contract Number: State of Arizona/ADSP018-211721

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: 11 Months (10/1/2018 to 8/31/2019 coinciding with State of Arizona contract term)

Possible Renewals: Up to a maximum of four years, renewals subject to State of Arizona renewal, Administrative review and approval

Funding Source: Requesting Department's operating budget