



City Council Report

Date: May 21, 2018
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Purchase to Reconfigure Planning and Permit Services Workspaces for the Development Services Department **(Funded in the Capital – General Fund) (Citywide)**

Recommendation

Council is requested to approve the award as recommended.

The Development Services Department and Purchasing recommend authorizing the purchase using the Strategic Alliance for Volume Expenditures (S.A.V.E.) / City of Mesa cooperative contract with WIST Office Products at \$176,687.12, plus contingency at \$39,312.88, for the total project amount of \$216,000.00.

Background / Discussion

This purchase is for the complete reconfiguration of the Planning and Permit Services work spaces in the Municipal Building, first floor on the south-side. It will include 40 new cubicles/workstations, 4 customer kiosks, and 4 collaborative workspaces. The current configuration provides a lot of space to store physical plans. Now that the Department requires electronic plan submissions, there is a lot of space that could be better utilized. Staff is spending more time reviewing submissions on computer monitors and there is not an easy way for a group of employees to gather around monitors to discuss planning projects, nor are there easy ways for staff to meet with customers to review plans.

Additionally, this reconfiguration will enhance our customer experiences by providing kiosks and magic bars to meet at with staff. This reconfiguration also updates all employee workstations to ergonomically correct workstation, and better suited for technology. The new configuration will be adding 7 workstations that can potentially be used in the future.

Development Services reached out to three cooperative contract vendors for quotes for reconfiguring these workspaces. WIST and Goodmans Interior Structures, quoted the project. Arizona Furnishings responded they were not bidding. Development Services and Purchasing did not find it appropriate to expand the request for quotes to less qualified bidders. WIST provided the lowest quote, is highly qualified and has demonstrated the ability to complete the work according to the City's schedule.

On 3/2/2015, Council approved the initial three-year contract with WIST Office Products (Contract No. 2015050), and the one-year renewal on 2/26/2018. Any projects that exceed \$25,000.00 such as this project are brought separately to Council for approval. This purchase is using our own City of Mesa contract.

Purchase Information

Action: Additional Purchase

Contract No.: 2018198

Contracting Agency/Contract Number: S.A.V.E. City of Mesa/Contract No. 2015050

Original Council Award Date: 3/2/2015

Renewal Council Award Date: 2/26/2018

Funding Source: This purchase is funded in the Capital – General Fund

AWARD RECOMMENDATION	
Complete Reconfiguration of Development Services – Planning and Permit Services Workspaces to include demolition of existing modular configuration, and installation of 40 new workstations (HON), 4 customer kiosks, and 4 collaborative workspaces including delivery and installation per S.A.V.E./ Mesa Contract No. 2015050	
Base	\$155,122.22
Furniture Installation and Removal	\$9,000.00
Estimated 8.1% Sales Tax	<u>\$12,564.90</u>
Total Project	\$176,687.12
Project Contingency	<u>\$39,312.88</u>
Total Amount Requested	<u>\$216,000.00</u>