



Water & Wastewater Commission Review and Recommendation

Commission Meeting Date:	March 7, 2018
Council Meeting Date:	April 12, 2018
Department:	Purchasing
Client:	Augie Cancino, Rick Harland, and Anna Bryan-Borja
Agenda Item	
<p>Authorize negotiation and execution of multi-term contracts through U. S. Communities, The Cooperative Purchasing Network, Texas Multiple Awards Schedule and National Joint Powers Alliance cooperative purchasing programs with Haworth, Herman Miller Inc., Knoll Inc., The Hon Company, Southern Aluminum and Steelcase, and various other contractors, to provide furniture including installation and other related services, for up to five years for total contract amounts not to exceed \$13,509,000 divided among the contractors. This is a multi-department contract. Austin Water's requested authorization is \$500,000.</p>	
Amount and Source of Funding	
<p>Funding in the amount of \$50,000 is available in the Fiscal Year 2017-2018 Operating Budget of Austin Water. Funding for the remaining contract terms are contingent upon available funding in future budgets.</p>	
Purchasing Language:	Multiple cooperative purchase programs were reviewed for these goods and services. The Purchasing Office has determined that these contractors best meet the needs of the departments to provide the goods and services required at the best value for the City.
Prior Council Action:	N/A
Boards and Commission Action:	<p>March 7, 2018- To be reviewed by the Water and Wastewater Commission.</p> <p>March 19, 2018- To be reviewed by the Electric Utility Commission.</p>
MBE/WBE:	<p>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.</p>

These contracts will be used by City departments for the purchase, installation, and related services of furniture and fixtures for various projects, including remodeling and expansion projects. After completing an extensive review of departmental furniture needs, it was determined that selecting specific furniture lines would streamline the process and standardize the office environments, yet address the aesthetic goals of departments.

The designated furniture lines selected include the following:

<u>Manufacturer</u>	<u>Line</u>
Haworth	Adaptables and Unigroup Panel System
Herman Miller	Canvas
Knoll Inc.	Generation
Southern Aluminum	Swirl Series
Steelcase Inc.	Kick, Answer Panel, Leap and Privacy Walls
The Hon Company	10700 Series

Vendors will be required to provide office furniture that is certified to meet furniture emissions standards. This standard focuses on indoor air emissions from furniture and other products. The benefits for controlling off-gas chemicals is linked to allergies, asthma and other illnesses. Sustainable office furniture can protect the health of building occupants by limiting emissions of harmful chemicals. Whenever available, local dealers will be used for furniture delivery and installation services. These contracts will also allow a price comparison between different companies included in the cooperatives to ensure the best value to the City.

The Building Services Department (BSD) currently provides maintenance and support services to over 200 buildings located throughout the City. Support services include assisting with the purchase and installation of office furniture, including but not limited to, modular systems, seating, and conference room furniture. BSD is frequently requested to assist City offices to redesign office spaces to accommodate new staff or project requirements. To maintain the original design features and for consistency, BSD must order from the same furniture company. These contracts will allow the BSD to be more efficient in delivering timely responses to its customers.

Austin Water's (AW) Facility Management Division provides office space planning and modular office purchase support to all Austin Water office environments, including but not limited to modular office system modifications and repairs, auditorium and conference room systems, records storage and retention systems, etc. Austin Water has future improvement plans to replace aged (20-30 years old) and outdated systems and no longer compatible with existing repair or replacement parts.

These contracts will replace the current cooperative furniture contract which expired on March 31, 2018. The requested authorization amount is based on historic spending as well as upcoming planned projects. The actual spend will be based on the approved budget of each department each fiscal year. Use of cooperative agreements saves taxpayer dollars by leveraging large volume buying power to drive down costs on hundreds of contracts through a streamlined process. These contracts have all been competitively bid and negotiated, and offer deep discounts of up to 71% off list prices.

Contract Detail				
	Contract Term	Contract Amount	Contract Amendment	Revised Amount
Initial Term	1 Year	\$3,316,900	n/a	n/a
Optional Extension 1	1 Year	\$3,486,900	n/a	n/a
Optional Extension 2	1 Year	\$2,236,900	n/a	n/a
Optional Extension 3	1 Year	\$2,236,400	n/a	n/a
Optional Extension 4	1 Year	\$2,231,900	n/a	n/a
TOTAL	5 Years	\$13,509,000	\$-	\$-

MBE/WBE solicited: 0/0

MBE/WBE bid: 0/0

BID TABULATION

N/A

FASD CITYWIDE FURNITURE CONTRACT

VENDOR

N/A

TOTAL BID

\$0

Note: The competitive bid process is not required because negotiation and execution of multi-term contracts established through the U. S. Communities, The Cooperative Purchasing Network, Texas Multiple Awards Schedule and National Joint Powers Alliance cooperative purchasing programs which had already conducted the competitive solicitation and bid process.

PRICE ANALYSIS

- a) Competitive Status: Competitively bid cooperative purchase programs
- b) Solicitations: 0 notices were sent, including 0 MBE and 0 WBE firms.
- c) Quantities were determined based on past expenditures and estimated future needs by the end users.
- d) The original contract was through a cooperative.
- e) Price Analysis: Discounts of up to 71% off list prices.

APPROVAL JUSTIFICATION

- a) Lowest bid on existing cooperative purchase program contracts
- b) Austin Water concurs with Central Purchasing recommended award