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## City Council Regular Meeting

**DEPARTMENT:** Legal Department  
**FROM:** Justin Scharnhorst, Purchasing Manager  
**MEETING:** October 3, 2022

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**SUBJECT:**

Consider approval of a contract with Business Interiors for the purchase, delivery, and installation of furniture for the future parks annex facility through an interlocal cooperative purchasing agreement with Omnia Partners in the amount not to exceed \$63,887.56 (*Staff Contact: Justin Scharnhorst, Purchasing Manager*)

**SUMMARY:**

On June 20, 2022, City Council approved a contract with Steele and Freeman, Inc to construct the new Parks Building. This process allowed city staff to bid the FFE for the project. Staff released an RFP on August 2 and closed submissions on August 24. Of the three proposals that were received, the internal evaluation committee consisting of Parks and Recreation as well as Ron Hobbs Architects, it was determined the low bid, Business Interiors, was the best overall value for the project in terms of costs, storage, delivery, qualifications, and references. The pricing proposed through the RFP process is the same pricing structure available to the same vendor through a cooperative purchasing contract with Omnia Partners. Staff is proposing to leverage this existing contract for the items at the same cost.

**OPTIONS:**

- 1) Approve a contract with Business Interiors for the installation of FFE for the new Parks Building for an amount not to exceed \$63,887.56.
- 2) Deny approval of a contract with Business Interiors for the installation of FFE for the new Parks Building for an amount not to exceed \$63,887.56.

**RECOMMENDATION:**

Staff recommends Option (1) approve a contract with Business Interiors for the installation of FFE for the new Parks Building for an amount not to exceed \$63,887.56.

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

N/A

**FISCAL IMPACT:**

Budgeted Y/N: Y

Fund Name: Non-bond Capital Projects

Full Account #'s 352-6020-456-72.98

Amount: \$63,887.56

**STAFF CONTACT:**

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