



Item:

Purchase Authorization – Office Environments

Requested Action:

The Trust is asked to approve the purchase of 3 additional work stations in the amount of \$16,903.57, for a total purchase from Office Environments in the amount of \$57,514.46.

Background

The CTAC's policies authorize the Executive Director "enter into contracts within his signature authority without prior approval from the Trust in accordance with the Trust-approved procurement process." This authority is capped at \$50,000.

The Executive Director contracted with Office Environments to procure 5 work stations, furniture for 3 offices, a small reception area, and a break spot for the new Trust office location. The total amount of the purchase was \$40,610.89. The contract was procured by piggybacking on a State Term Contact, which is a purchasing tool whereby vendors are selected by the State of Florida through a competitive process to be on an approved purchasing list.

Following subsequent board discussions concerning the budget and future staffing needs, the Executive Director has determined that three additional work stations are needed, and would like to procure those stations using funds from FY20.

Notwithstanding the fact that the requested purchase is below the threshold, the total of the two purchases is above the \$50,000 threshold. As a general principle, purchases should not give the appearance of being broken into smaller purchases in order to avoid purchasing thresholds.

Attachments

3- Station quote

Original quote for 5 work stations, 3 offices, and waiting area

Office schematic – 8 work stations and 3 offices

Programmatic Impact:

None

Fiscal Impact:

\$16,903.57 from 001.15.1500.569.52.00

Recommendation:

Staff recommends approval