



# STAFF REPORT

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<b>MEETING DATE:</b>	April 7, 2025
<b>MEETING TYPE:</b>	City Council
<b>SUBMITTED BY:</b>	Katherine Lindsey
<b>AGENDA CAPTION:</b>	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ACCEPTING BIDS RECEIVED IN ASSOCIATION WITH THE NEW CITY HALL BUILDING FURNITURE, FIXUTRES, AND EQUIPMENT PROJECT; AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH INTERIOR RESOURCES GROUP, LLC., IN AN AMOUNT NOT TO EXCEED \$674,796.87; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

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## **Background Information**

City staff and the architectural firm, Brandstetter Carroll Inc., collaborated to identify needs pertaining to furniture, fixtures, and equipment for the new City Hall building. Such items include desks, chairs, bookshelves, trash receptacles, stanchions, filing cabinets, appliances for the breakrooms (e.g., coffee makers, refrigerators, microwaves), podiums, and similar. Bidding processes were conducted to procure these items. The bid advertisement was issued on February 4, 2025 and the submission deadline was the same date as the opening which was February 25, 2025. Only one submission was received from Interior Resources Group, LLC with a base bid of \$674,796.87. This amount was within the estimated price range.

## **Budget Implications**

Costs were included in the construction project and were within the estimated price range.

## **Operational Impact**

Adopting this resolution will help ensure timely acquisition of necessary items for the opening of the new City Hall building.

## **Legal Review**

The Resolution was approved by the City Attorney.

## **Staff Recommendation**

Staff recommends that the City Council adopt the resolution.

## **Supporting Documentation and Attachments**

1. Resolution
2. Bid Tabulation
3. BCI Recommendation Letter