



## City of Ketchum

August 2, 2021

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

### **Recommendation To Approve Purchase Order #20863 with Business Interiors of Idaho for New City Hall Furniture**

#### Recommendation and Summary

Staff is recommending the Council approve purchase order #20863 with Business Interiors of Idaho related to furniture in new City Hall:

**"I move to approve purchase order #20863 in an amount not to exceed \$33,929.65 related to furniture for new City Hall."**

The reasons for the recommendation are as follows:

- The city intends to occupy the space by the end of September
- Staff plans to re-use a majority of the existing office furniture
- New furniture is needed for a portion of the Council/Public Meeting Room, public reception area and two conference rooms. The current city hall, has only one conference room and the new facility will contain three.

#### Introduction and History

Almost all of the existing office furniture is being reused at the new facility. This contract will address the following areas:

- **Council/Public Meeting Room** – budget assumes the reuse of the chairs used by the public as they are in good working and visual condition. New flexible (mobile) desks will be purchased for both formal meeting purposes but can be reconfigured for training sessions, joint meetings or use by outside groups. New chairs for those seated at these tables are necessary as the existing ones are falling into disrepair and are not ergonomic should meetings go for long periods.
- **Public Reception Area** - the two desks in the current city hall reception area will be repurposed for staff desks located on the second floor.
- **Two conference rooms** – the current city hall only contains one conference room. The new facility has capacity for three. Therefore, we would be outfitting two new conference rooms.

The city's architect (CSHQA) forwarded recommended furniture providers who have supplied to public facilities such as city halls or county courthouses. Staff conducted initial interviews with those providers and concluded that Business Interiors of Idaho was most qualified in meeting the city's needs. Under state law, the city is authorized to utilize a vendor who is either on an existing state approved contract with set pricing or a cooperative that has completed a competitive solicitation process. Business Interiors was selected via the Omnia Partners – Cooperative Purchasing Program.

*"67-2807. COOPERATIVE PURCHASING. With the approval of its governing board, a political subdivision may participate in cooperative purchasing agreements with the state of Idaho, other Idaho political subdivisions, other government entities, or associations thereof. Political subdivisions may also participate in cooperative purchasing programs established by any association that offers its goods or services as a result of competitive solicitation processes. Goods or services procured by participation in such cooperative agreements or programs shall be deemed to have been acquired in accordance with the requirements of this chapter."*

The City Attorney has reviewed this cooperative and has determined it complies with state code outlined above. This is a similar process that was used in purchasing our most recent wildland fire engine.

#### Sustainability Impact

All items are appropriate for LEED certification. Both Hayworth and HON products are manufactured in the U.S. and no off-gassing materials are used.

#### Financial Impact

The quote if awarded is within the budget for the project.

#### Attachments

Quote #10644-38387