



AGENDA ACTION FORM

Award Furniture Purchase for Finance Department Office Areas Utilizing Sourcewell Cooperative Purchasing Agreement to Workspace Interiors

To: Board of Mayor and Aldermen
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-378-2023
Work Session: December 18, 2023
First Reading: N/A
Final Adoption: December 19, 2023
Staff Work By: Finance Staff
Presentation By: Lisa Winkle

Recommendation:
Approve the Resolution.

Executive Summary:
The furniture for the Finance Department’s Executive Assistant and the staff that work in the Customer Service Center was not replaced when the City moved into the new City Hall in 2021. In addition, the department has increased workspace needs in order for the department’s interns and new positions to have a proper place to work. Finance Department staff is recommending the furniture be purchased by utilizing the Sourcewell Cooperative Purchasing Agreement.

The City has requested and received a quote from Workspace Interiors, who is the authorized Steel Case Distributor for our area, in the amount of \$93,325.20 for the furnishings for the Finance Department. Appropriations in the General Fund and the Water Fund were approved in the FY 2024 budget to fund the purchase of the office furniture.

The Sourcewell Cooperative Purchasing Contract number is #CDA19Z08621 for Steel Case items. Since the City participates in this cooperative purchasing agreement we do not have to bid these items out as the bidding process has already been coordinated by a lead public agency.

Funding is available in FY2024 Department Budget Lines 110-2001-421-9004 and 411-5002-501-9006.

- Attachments:**
1. Resolution
2. Quote

	<u>Y</u>	<u>N</u>	<u>O</u>
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Montgomery	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—