

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** November 19, 2024

**DEPARTMENT:** Financial Services

**TITLE:**

Purchase Order with JC White Architectural Interior Products for the design, purchase and installation of office furniture

**SUMMARY:**

Purchase Order with JC White Architectural Interior Products for the design, purchase and installation of office furniture for an amount not to exceed \$90,000.00

**BACKGROUND AND JUSTIFICATION:**

The City Hall Finance Department currently has permanent office dividers that were installed in the late eighties and designed for office needs at that time. The current furniture is between 10 to 15 years old, some damaged or unsuitable for use, and does not provide for adequate working space; some office areas are unsafe for employees. Employees need individual office spaces that are safe and efficient to provide a functional and productive environment.

Finance intends to award the purchase order to JC White Architectural Interior Products by using pricing from the State of Florida Contract # 56120000-24-NY-ACS which was competitively bid and is available for use to all Florida municipalities. The City's Procurement Code and Policy allows the City to utilize Cooperative purchase agreements for other government entities.

The Purchase Order will be issued for an amount not to exceed \$90,000 which includes the design, supply and installation of office cubicles and furniture for the entire finance department. This amount includes contingency for necessary design & supply adjustments.

**MOTION:**

Move to approve/disapprove Purchase Order with JC White Architectural Interior Products for an amount not to exceed \$90,000.00.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Quotation  
Layout

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>Inflows/Revenues</b>					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
<b>Outflows/Expenditures</b>					
Appropriated (Budgeted)	\$90,000.00	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
<b>Net Fiscal Impact</b>					
<i>(If not budgeted)</i>	0	0	0	0	0
<b>No. of Addn'l Full-Time</b>					
Employee Positions	0	0	0	0	0

<b>Contract Award - Existing Appropriation (Budgeted)</b>	
	<b>Expenditure</b>
Department	Finance Department
Division	Accounting
GL Description	Equipment
GL Account Number	001.1220.513-64-15
Project Number	n/a
Requested Funds	\$90,000.00
Remaining Balance	\$21,000.00
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Paygo