



## ENGINEERING SERVICES

**To:** Mayor and Town Council

**From:** Daniel Heischman, P.E., Assistant Director of Engineering Services

**Through:** Harlan Jefferson, Town Manager  
Rebecca Zook, Executive Director of Development and Infrastructure Services

**Re:** Town Council Meeting – February 22, 2022

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### **Agenda Item:**

Consider and act upon approving the purchase and installation of furniture for the Engineering Services Department and Development Services Department, from Workspace Interiors by Office Depot, through the Omnia Partners Cooperative; and authorizing the Town Manager to execute the Proposal and Terms and Conditions of Purchase for same.

### **Description of Agenda Item:**

On September 14, 2021, the Town Council approved an ordinance for the FY 2021-2022 Budget that included funding for additional positions in the Engineering Services Department. These positions included a Senior Engineer for Development, a Senior Engineer for Capital Projects, a CIP Facilitator, and a Construction Superintendent. During the workspace planning process, it was identified that the Planning/GIS Analyst would need to be relocated from the IT Department's office space on the third floor, to the Development Services Department on the second floor. Between the new engineering positions and relocated Planning/GIS Analyst position, the overall layout of workspace on the second floor was evaluated and it was decided to relocate the Code Compliance Division to the northwest corner of the second floor where it had always been contemplated to be positioned to accommodate for future staff growth.

This purchase for office equipment (furniture) is to accommodate the new engineering positions approved, as well as the relocation of the Planning/GIS Analyst and Code Compliance Division. A total cost of \$57,657.30 is required for the full furniture improvements. The new furniture will match the existing furniture in Town Hall that was previously selected by various members representing the departments in Town Hall.

Local governments are authorized by the Interlocal Cooperation Act, V.T.C.A. Government Code, Chapter 791, to enter into joint contracts and agreements for the performance of governmental functions and services, including administrative functions normally associated with the operation of government (such as purchasing necessary materials and equipment).

The Town of Prosper previously entered into an interlocal agreement with National IPA, now a part of the Omnia Partners Cooperative. Participation in the cooperative purchasing program allows our local government to purchase goods and services through the cooperative program, while satisfying all competitive bidding requirements.

**Budget Impact:**

The total cost of the furniture purchase and installation is \$57,657.30, and will be funded from the following Account Numbers:

- Development Services: 100-5220-40-01 (Office Equipment) = \$20,752.00
- Engineering Services: 100-5220-98-01 (Office Equipment) = \$36,905.30

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has previously reviewed the Terms and Conditions of Purchase from Office Depot, Inc., on prior purchase proposals, as to form and legality.

**Attached Documents:**

1. Proposal

**Town Staff Recommendation:**

Town staff recommends approving the purchase and installation of furniture for the Engineering Services Department and Development Services Department, from Workspace Interiors by Office Depot, through the Omnia Partners Cooperative; and authorizing the Town Manager to execute the Proposal and Terms and Conditions of Purchase for same.

**Proposed Motion:**

I move to approve the purchase and installation of furniture for the Engineering Services Department and Development Services Department, from Workspace Interiors by Office Depot, through the Omnia Partners Cooperative; and authorizing the Town Manager to execute the Proposal and Terms and Conditions of Purchase for same.