



Finance

To: Mayor and Town Council

From: Chris Landrum, Finance Director

**Through: Mario Canizares, Town Manager
Bob Scott, Deputy Town Manager**

Re: Furniture Purchases for FY24

Town Council Meeting – February 27, 2024

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon approving purchase orders for the purchase and installation of furniture from Workspace Interiors by Office Depot Business Solutions through the Omnia Partners Cooperative; and authorizing the Town Manager or his/her designee to execute documents related to said purchases. (CL)

Description of Agenda Item:

Current and anticipated spend for furniture and installation in FY24 have reached the dollar amount threshold for the vendor, ODP Business Solutions, that requires council approval.

To conform with State purchasing law and best practices we are requesting council approval of purchase orders to Workspace Interiors by Office Depot Business Solutions for the purchase and installation of furniture through the Omnia Partners Cooperative R191812. These purchases will be for new positions funded in the FY24 budget and for the finishing of interior spaces in Town Hall.

The estimated amount for purchases in FY24 is \$250,000.00.

Budget Impact:

Funding is available through the FY24 budget.

Legal Obligations and Review:

This item does not require legal review.

Attached Documents:

1. Omnia Partners R191812 Executive Summary
2. Letter-Renewal Award of Contract #R191812

Town Staff Recommendation:

Town Staff recommends approving purchase orders for the purchase and installation of furniture in FY24 from Workspace Interiors by Office Depot Business Solutions through the Omnia Partners Cooperative and authorizing the Town Manager or his/her designee to execute documents related to said purchases.

Proposed Motion:

I move to approve purchase orders to Workspace Interiors by Office Depot Business Solutions for the purchase and installation of furniture during FY24.