



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Clayton Reynolds, Maintenance Services Division Manager

DATE: 10/28/2020

SUBJECT: Consideration of Resolution No. 5525-20 Authorizing the City Manager to Approve and Sign the Furnishings Package for the Tualatin City Services Project

ISSUE BEFORE THE COUNCIL:

Council will consider authorizing the City Manager to approve and sign the furnishings package with Harris Work-Systems for the Tualatin City Services Project

RECOMMENDATION:

Staff recommends that the Council approve the resolution attached and authorize the City Manager to approve and sign the furnishings package for the Tualatin Service Center Project.

EXECUTIVE SUMMARY:

The Tualatin Service Center project is due to be completed in early 2021. One of the remaining key tasks on the project is the procurement and installation of the new furnishings for the new building.

The City of Tualatin along with the City's Owner's Representative, PlanB Consultancy, conducted a review of the specific project requirements of all furnishings including input and requests from the City department leads' and employees. Once this review was completed the project team engaged various vendors under the King County Director's Association (KCDA) General Furniture Global Contract (#20-130) to receive discounted pricing.

The competitive vendor selection process is in the final stages of completion. The Purchase Order and any agreement for acceptance of vendor proposal must be reviewed and approved by the City Manager and City Attorney before execution.

FINANCIAL IMPLICATIONS:

The estimated cost of the Tualatin Service Center Furnishings Package is estimated to be between \$220,000 and \$260,000.

Attachments: [Resolution 5525-20](#)