



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		6/14/10		
Department:		PURCHASING		
Department Head		MIKE RYAN		
Agenda Coordinator (include phone #): GLENN HAYES X 7539				
CAPTION				
To approve the purchase of office furniture in the amount of \$105,452 for the Department of Emergency Management from Plano Office Supply Company through existing agreements with Collin County Community College District and TXMAS, and authorizing the City Manager to execute all necessary documents. (CCCCD # B-3059, TXMAS # 3-711030-20)				
FINANCIAL SUMMARY				
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR:	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	135,088	0	135,088
Encumbered/Expended Amount	0	-7,747	0	-7,747
This Item	0	-105,452	0	-105,452
BALANCE	0	21,889	0	21,889
FUND(s): GENERAL FUND				
COMMENTS: Funds are included in the FY 2009-10 adopted budget to purchase Office Furniture for the new Emergency Operations Center / Training Facility. Remaining balance will be used for other equipment purchases. STRATEGIC PLAN GOAL: Providing office furniture for the new Emergency Operations Center relates to the City's goal of a "Financially Strong City with Service Excellence."				
SUMMARY OF ITEM				
Staff recommends the purchase and installation of office furniture in the amount of \$105,452 from Plano Office Supply Company through existing agreements with Collin County Community College District (Bid # B-3059), and TXMAS (3-711030-20), and authorizing the City Manager to execute all necessary documents. The City is authorized to purchase from the State Contract list pursuant to Section 271 Subchapter D of the Local Government Code and by doing so satisfies any State Law requiring local governments to seek competitive sealed bids for items.				
List of Supporting Documents: Memo			Other Departments, Boards, Commissions or Agencies	



MEMORANDUM

TO: Glenna Hayes, Buyer Supervisor

FROM: S. Shane Stovall, Director, Emergency Management

DATE: June 2, 2010

SUBJECT: **Request to Purchase Furniture for New Training Facility /
Emergency Operations Center From Existing Contract**

As you are aware, we are working on purchasing items for the new City of Plano Training Facility / Emergency Operations Center (EOC). I am requesting that the purchase of furniture in the amount of \$105,452 from Plano Office Supply be done through existing agreements with the Collin County Community College District (Bid # B-3059) and TXMAS (3-711030-20).

Design work began prior to the September 2009 purchasing directive requiring comparative cooperative quotes, and the selected vendor has invested over 100 hours of consulting time.

If there are any questions, please do not hesitate to contact me at x5554.