



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:		12/14/15		
Department:		Engineering		
Department Head		Caleb Thornhill		
Agenda Coordinator (include phone #): Earl Whitaker x 7074				
CAPTION				
To approve the purchase of new furniture for the Neighborhood Services Remodel at the Joint Use Facility from Texas Furniture Source, in the amount of \$110,463, through an existing contract/agreement with TXMAS (Texas Multiple Award Schedule) and authorizing the City Manager to execute all necessary documents. (TXMAS 6-71111060)				
FINANCIAL SUMMARY				
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR: 2015-16	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		162,122	0	162,122
Encumbered/Expended Amount	0	-36,428	0	-36,428
This Item	0	-110,463	0	-110,463
BALANCE	0	15,231	0	15,231
FUND(s): GENERAL FUND				
<p>COMMENTS: Funding for this item was carried forward from the 2014-15 Neighborhood Services departmental budget to the 2015-16 fiscal year. The furniture purchase for the renovated Neighborhood Services offices at the Joint Use Facility, in the amount of \$110,463, will leave a current year balance of \$15,231 available for future expenditures for obtaining furniture or other items related to city facilities.</p> <p>STRATEGIC PLAN GOAL: Obtaining furniture for city offices relates to the City's goal of a Financially Strong City with Service Excellence.</p>				
SUMMARY OF ITEM				
<p>The City is authorized to purchase from the State Contract list pursuant to Chapter 271 Subchapter D of the Local Government Code and by doing so satisfies any State Law requiring local governments to seek competitive bids for items. (TXMAS 6-71111060 / City of Plano Internal Contract No. 2016-0018-O).</p> <p>See recommendation memo.</p>				
List of Supporting Documents:		Other Departments, Boards, Commissions or Agencies		
Recommendation Memo		NA		
Cooperative Bid Recap				



Memorandum

Date: December 2, 2015
To: Earl Whitaker, Purchasing Agent
From: Richard Medlen, Facilities Maintenance Superintendent
Subject: Joint Use Facility – Furniture – Bid #2016-0018-O

We solicited bids from 5 cooperative vendors for new furniture for the Neighborhood Services Remodel at the Joint Use Facility and two vendors responded. I have reviewed the bids received and recommend award to the lowest responsive, responsible bidder which is Texas Furniture Source in the total amount of \$110,463.32. An additional bid was received from Wilson Office Interior's for a total amount of \$121,622.78.

The furniture is needed for the Neighborhood Services Renovation at the Joint Use Facility to consolidate staff from the Municipal Center and the Joint Use Facility at one (1) location to improve the department's new strategies and tools for strengthening Plano's Neighborhoods and address the issues of a maturing community. The move will facilitate the strategic development of these programs and activities and ensure that the department's staff are working cooperatively towards these goals.

The funding for this project is in Fund 01, Account 352-8411.

Please contact me if you have any questions.

/liw

cc: Jim Razinha
Matt Yager
Earl Whitaker
Lori Schwarz
Sandra Bloomer
Lois George

CITY OF PLANO

BID NO. 2016-0018-O JOINT USE FACILITY – FURNITURE COOPERATIVE BID RECAP

Bid Opening Date/Time: November 20, 2015 @ 2:30 PM

Number of Vendors Notified: 5

Vendors Submitting “No Bids”: 3

Number of Non-Responsive Bids: 0

Number of Responsive Bids Submitted: 2

Vendor Name

Texas Furniture Source \$110,463.32

Wilson Office Interior’s \$121,622.78

Recommended Vendor:

Texas Furniture Source \$110,463.32

Earl S. Whitaker

November 30, 2015

Earl S. Whitaker, Purchasing Agent

Date