

**City Of Woodland
City Council Meeting Agenda Summary Sheet**

Agenda Item: RE-CONFIRM SOFT GOODS (FURNITURE) PURCHASE FOR NEW POLICE STATION	Agenda Item #: () Consent <hr/> For Agenda of: 10/7/2013 <hr/> Department: POLICE <hr/> Date Submitted: 10/2/2013 <hr/>
---	--

Cost of Item: \$55,400 +/-
Amount Budgeted: \$174,000
Unexpended Balance: \$55k

BARS #: 319.000.000.594.21.00.00 Description: Capital Projects

Department Supervisor Approval: Chief Rob Stephenson /s/

Committee Recommendation: _____

Agenda Item Supporting Narrative (list attachments, supporting documents):

Memo from Police Clerk Hiler

Summary Statement/Department Recommendation:

Staff have bid and priced out costs for furniture (desks, work stations, tables, chairs, etc.) for the new police station. We are asking for re-confirmation by council of this purchase out of the construction budget due, simply, to the fact that it IS a \$55k expenditure. \$174k was set aside in the budget for "soft costs" for the police station. Technically, this has already been approved by council (see memo attached) when the overall construction budget was approved. **It should also be noted that due to time constraints (we are supposedly about a month out on substantial completion of the building and soft cost vendors claim a 4 to 6 week time line for delivery of furniture), and with approval of the Mayor, this order for furniture has already been placed.** (If need be, it can be altered/cancelled after council action.) After this expenditure, roughly \$55k remains in the soft cost budget for other already planned for costs (i.e. IT equipment and costs and other stuff).

Inter-Office Memorandum

TO: Grover Laseke, Mayor

**From: Karla Hiler
Donny Conner**

cc : Chief Stephenson

Subject: Furniture Purchase Approval

We are seeking your approval for the purchase of office furniture for the new police station. I understand that there have been some concerns brought up by various department heads regarding the bidding requirements. We would like to clarify and point out that to the best of our understanding we are within the guidelines set by Ordinance 1178 and state law for purchasing of goods.

The city council approved the police station project change order with a breakdown of costs including furnishings, computers, cameras, etc and a budget of \$174,000 at the January 7th 2013 meeting. Agenda Action Item (J) – attached. According to the city's purchasing ordinance:

"all purchase orders in excess of \$25,000 shall be approved by the City Council unless the particular expenditure of City funds has been approved in the City Budget as approved by the City Council."

We have gotten three bids from the following vendors:

1. *Washington Correctional Industries*: State Furniture Contract #14393. No bids required, Correctional Industries (CI) offers eligible customers quick and easy access to quality products and services through various authorities provided under the Revised Code of Washington (RCW 43.19.534, RCW 72.60.160, RCW 43.19.1906)
2. *KI*: Approved furniture contract through NJPA which we have recently signed an inter-local agreement with. This meets the criteria for contract piggybacking.
<http://www.njpacoop.org/national-cooperative-contract-solutions/office-classroom-solutions-equipment/052910-kii/>
3. *NW Interior Design*: Approved contract through National IPA of which we are a participating agency and also meets the criteria for contract piggybacking.
<http://www.nationalipa.org/kimball.html>

KI came in the lowest at \$ 54,843.42. The next lowest bidder is NW Interior Design at \$57,489.74. We request that we be allowed a contingency of \$500 for changes that may occur with fabric choices, etc which would bring the total cost to \$55,343.42.

Overall we had roughly budgeted \$60,281.76 for furniture costs so this still allows for items that are outside the scope of desk/office furnishings or any unanticipated needs that may arise as we go through the process.

Please let us know if you have any questions.