

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b>	January 27, 2014
	<b>Agenda Item No.</b>	<b>36</b>
	<b>Roll Call No.</b>	<b><u>14-0154</u></b>
	<b>Communication No.</b>	<b><u>14-041</u></b>
	<b>Submitted by:</b>	<b>Jeb E. Brewer, P.E., City Engineer and Benjamin R. Page, Park and Recreation Director</b>

**AGENDA HEADING:**

Approval to purchase systems furniture workstations and office furniture along with storage cabinets, task lighting, seating, and tables to be installed in the Municipal Service Center (MSC), Phase 1.

**SYNOPSIS:**

Recommend approval for the purchase of systems furniture workstations and office furniture along with storage cabinets, task lighting, seating, and tables to be installed in Phase 1 of the new MSC under construction. The furniture is needed to replace existing non-ergonomic desks and chairs.

**FISCAL IMPACT:**

Amount: \$252,000

Funding Source: 2013-2014 CIP, Page Municipal Building Improvements-10, Municipal Service Center, BL124

**ADDITIONAL INFORMATION:**

The construction of the MSC – Phase 1 is anticipated to be completed by June 2014. The new facility replaces the existing Parks facilities at 3226 University Avenue, the Lomar Building on Scott Avenue, the Signal Shop at S.E. 20<sup>th</sup> Street and Scott, and the Sign Shop, Survey Shop, and Materials lab housed at S.E. 4<sup>th</sup> Street. The new facility will provide better working conditions for divisions that are scattered in older, outdated facilities throughout the City. Some of the existing facilities are being displaced by the Southeast Connector roadway project and the expansion of Kemin Industries. The new furnishings for the new MSC facility will provide better ergonomic features and more efficient use of space and were planned as part of the original project to maximize the facility’s usefulness.

The purchase and installation of the furnishings is being purchased from Pigott, Inc., 3815 Ingersoll Avenue, Des Moines, Iowa 50312 through the U.S. Communities Agreement. This is the first of several purchases for equipment and furnishings for the MSC.

Municipal Code Section 2-726(f) provides for the procurement of goods and/or services from contracts that have been competitively established through the Western States Contracting Alliance and other cooperative contracting consortiums for state government departments, institutions, agencies and political subdivisions, without conforming to the competitive bidding requirements of the Procurement Division.

**PREVIOUS COUNCIL ACTION(S):**

Date: April 8, 2013

Roll Call Number: [13-0609](#) and [13-0610](#)

Action: [On](#) Municipal Service Center - Phase 1: Resolution approving plans, specifications, form of contract documents, engineer's estimate and designating lowest responsible bidder as Neumann Brothers, Inc., (Marshall G. Linn III, President), \$15,005,900. ([Council Communication No. 13-182](#)) Moved by Meyer to adopt. Motion Carried 7-0.

(A) [Approval](#) of contract and bond, and permission to sublet. Moved by Meyer to adopt. Motion Carried 7-0.

Date: March 26, 2012

Roll Call Number: [12-0496](#)

Action: [Approving](#) Memorandum of Understanding with Iowa Department of Transportation (IDOT) for functional replacement of Parks Service Center and Public Works Yard. ([Council Communication No. 12-131](#)) Moved by Meyer to adopt. Motion Carried 7-0.

Date: March 26, 2012

Roll Call Number: [12-0497](#)

Action: [Approving](#) Professional Services Agreement with Neumann Monson Architects for design and construction phase services for the Municipal Services Center – Phase 1, not to exceed \$1,098,000. ([Council Communication No. 12-134](#)) Moved by Meyer to adopt. Motion Carried 7-0.

Date: December 19, 2011

Roll Call Number: [11-2153](#)

Action: [Municipal](#) Services Center Master Plan and authorizing the City Manager to proceed with an RFP for design and construction services for Phase 1 of the project and directing staff to prepare the PUD Conceptual Plan and initiate the rezoning. ([Council Communication No. 11-770](#)) Moved by Meyer to adopt. Motion Carried 7-0.

Date: July 25, 2011

Roll Call Number: [11-1323](#)

Action: [Resolution](#) approving components of the Executive Summary of the Draft Municipal Services Center Master Plan, and directing the City Manager to proceed with specific actions to advance the Municipal Services Center Project. Moved by Moore to adopt. Motion Carried 7-0.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

Future purchase of additional furnishings and equipment.

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