

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	December 18, 2017
	Agenda Item No.	44B
	Roll Call No.	<u>17-2168</u>
	Communication No.	<u>17-864</u>
	Submitted by:	Pamela S. Cooksey, P.E., City Engineer and Jim M. Hoff, Facilities Manager

AGENDA HEADING:

Approve purchase and installation of new office furniture and procurement of re-installation services for existing office furniture in City Hall in the amount of \$239,056.70 from Pigott, Inc., John Stenberg, President and Owner, 3815 Ingersoll Avenue, Des Moines, Iowa 50312, through the U.S. Communities Contract #4400003403, and approve increase of the City Hall Improvement project budget by \$136,000.

SYNOPSIS:

City Council action is requested that accepts and approve the U.S. Communities contract purchase of office furniture from Pigott, Inc. and re-installation of services for existing office furniture in City Hall, without conforming to the competitive bidding requirements of the Procurement Division.

Additionally, City Council action is requested to increase the City Hall Improvements budget and authorize the transfer of \$136,000 to the project.

Without the budget increase, Council action to approve \$152,886.08 is needed to allow the furniture order to be placed and to keep the current schedule for returning staff to City Hall by the end of March 2018.

FISCAL IMPACT:

Amount: \$239,056.70 (Pigott, Inc. Purchase Order)
\$136,000.00 (Transfer of Funds and City Hall Improvements project budget increase)

Funding Source: 2017-2018 CIP, Page Building - 8, City Hall Improvements, BL127, with an additional transfer of \$136,000 from 2017-18 Operating Budget, Page 91, ND405643 – Non-Departmental (Fiscal Year ending 2017 excess fund balance will be allocated in the FY2018 Amended budget).

ADDITIONAL INFORMATION:

- \$120,000 was originally budgeted for new furniture for the City’s Legal Department and reinstallation of existing furniture.
- On May 8, 2017, by Roll Call No. 17-0743, City Council approved Change Order #8, which included restoring the historical nature of 1st floor City Hall and locating all staff in City Hall on

floors 1, 2, and 3 (Phase 2 Work); and \$119,000 for additional furniture to be purchased. The new furniture is for the City's Office of Economic Development and Finance Department, a necessary part of the Phase 2 Work.

- At the City Council Work Session on November 27, 2017, City staff presented the Armory Facilities Recommendation to move staff in Community Development, Civil and Human Rights, and Legal (Litigation) Departments from the Armory to the City Administrative Building, 400 E. Court, after the City Hall Improvements are complete and other staff have moved back to City Hall.
- The furniture budget for City Hall assumed a considerable amount of furniture would be taken from the City Administrative Building, 400 E. Court, to City Hall for new conference rooms and offices. An additional \$136,000 is required for City Hall furniture and equipment in order to keep those items in place at the City Administrative Building for City staff relocating there from the Armory
- Pigott, Inc. is the exclusive dealer for Herman Miller furniture in Des Moines and the majority of the furniture in the City's facilities, including City Hall, is Herman Miller furniture.
- 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.
- Furniture installation by Pigott, Inc. is scheduled to begin in late February 2018 to allow for City staff move in to be completed by the end of March 2018. City Council meetings are planned to return to City Hall for the April 9, 2018 meeting.

PREVIOUS COUNCIL ACTION(S):

Date: May 8, 2017

Roll Call Number: [17-0743](#)

Action: [Approving](#) Change Order No. 8 with Henning Paric Commercial, LLC for additional work on the City Hall Improvements Project and increase project budget by \$950,000. ([Council Communication No. 17-419](#)) Moved by Hensley to adopt. Motion Carried 5-2. Nays: Gatto and Moore.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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