



COUNCIL AGENDA ITEM MEMORANDUM

DEPT./DIVISION SUBMISSION & REVIEW:

Belinda Mattke, Director of Purchasing and Facility Services

ITEM DESCRIPTION: Consider adopting a resolution authorizing the purchase of furniture for the Nathaniel Mitchell Service Center Building A project from Perry Office Plus of Temple in the estimated amount of \$300,000.

BACKGROUND: Approval of this item will allow for the purchase of furniture needed to fulfill space needs in the expanded Nathaniel Mitchell Service Center Building A that houses the Public Works Department.

On September 7, 2023, Council authorized the construction of improvements to the Nathaniel Mitchell Service Center Building A (Building A) located at 3210 E. Avenue H. The first phase of construction consists of an approximate 10,925 square feet addition to Building A, and this phase is expected to be complete in September. The second phase of construction involves the renovation of the original 13,000 square feet of Building A, and this phase is expected to be complete in December. The proposed furniture purchases will consist of needed desks, tables, chairs, and other furnishings to fulfill operational requirements.

Perry Office Plus is an authorized local distributor of many lines of furniture. The furniture manufacturers selected have been awarded various cooperative contracts by Omnia Partners, which can be utilized by Perry Office Plus. Contracts awarded by Omnia Partners have been competitively procured and meet the statutory procurement requirements for Texas municipalities.

Delivery and installation of the furniture is expected in September and December 2024.

ALIGNMENT WITH ADOPTED PLANS:

Plan	Comments
Strategic Plan	This item supports the Strategic Plan Goal of "Infrastructure, facilities, and systems that support exceptional services and community growth;" the commitment to "Plan for,

Plan	Comments
	design, construct, and maintain high quality facilities that meet the needs of the community now and in the future;" and the priority to "Construct an expansion to the Service Center facility."

STAFF RECOMMENDATION: Adopt resolution as presented in item description.

BOARDS & COMMISSIONS RECOMMENDATION: This item was not reviewed by any of the official boards and commissions.

FISCAL IMPACT: Funding for the purchase of the furniture for the Nathaniel Mitchell Service Center Building A project from Perry Office Plus in the amount of \$300,000 is available in project 102299 as follows:

		361-2400-519-6807
		<u>561-5000-535-6807</u>
Project Budget	\$	6,387,148
Encumbered/Committed to Date		(5,338,193)
Perry Office Plus		(300,000)
Remaining Project Funds	\$	<u>748,955</u>

ATTACHMENTS:
Resolution