

City of Fayetteville Staff Review Form

2014-0458

Legistar File ID

11/18/2014

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Dale Vanderford

10/21/2014

Information Technology /
Finance & Internal Services Department

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Approval of a contract with the Norman Company in the amount of \$39,929.73 inclusive of all taxes and installation charges for the purchase of modular furniture for the IT Division's remodeled workspace. Pricing is provided by the U.S. Communities Contract.

Budget Impact:

1010.1710.5210.00	1010 - General																														
Account Number	Fund																														
Project Number	Project Title																														
<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Budgeted Item?</td> <td style="width: 15%;"><u>Yes</u></td> <td style="width: 30%;">Current Budget</td> <td style="width: 10%;">\$</td> <td style="width: 30%; text-align: right;">56,089.00</td> </tr> <tr> <td></td> <td></td> <td>Funds Obligated</td> <td>\$</td> <td style="text-align: right;">6,269.44</td> </tr> <tr> <td></td> <td></td> <td>Current Balance</td> <td>\$</td> <td style="text-align: right;">49,819.56</td> </tr> </table>	Budgeted Item?	<u>Yes</u>	Current Budget	\$	56,089.00			Funds Obligated	\$	6,269.44			Current Balance	\$	49,819.56	<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 30%;">Item Cost</td> <td style="width: 10%;">\$</td> <td style="width: 30%; text-align: right;">39,929.73</td> </tr> <tr> <td>Does item have a cost?</td> <td><u>Yes</u></td> <td>Budget Adjustment</td> <td>\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Budget Adjustment Attached?</td> <td><u>No</u></td> <td>Remaining Budget</td> <td>\$</td> <td style="text-align: right;">9,889.83</td> </tr> </table>			Item Cost	\$	39,929.73	Does item have a cost?	<u>Yes</u>	Budget Adjustment	\$	-	Budget Adjustment Attached?	<u>No</u>	Remaining Budget	\$	9,889.83
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V20140710

Previous Ordinance or Resolution # _____

Original Contract Number: _____

Approval Date: _____

Comments:



CITY COUNCIL AGENDA MEMO

MEETING OF NOVEMBER 18, 2014

TO: Mayor and City Council
THRU: Don Marr, Chief of Staff
FROM: Dale Vanderford, Information Technology
DATE: October 22, 2014
SUBJECT: Purchase of nine modular desk systems from Norman Company

RECOMMENDATION:

That City Council approve the purchase of nine modular desk systems from Norman Company of Fort Smith, Arkansas off the U.S. Communities contract in the amount of \$39,929.73 for use by IT in their remodeled office area.

BACKGROUND:

The staff in IT are currently housed in two locations in the City. It is the desire to co-locate all of the technology services staff and the telephone technical staff in one location and to convert individual offices in to modular, collaborative space.

DISCUSSION:

Currently, staff are using individual desks that are not the correct size or type to be used in a modular office environment. The current desks are standalone desks that do not fit the newly remodeled office area. The individual panels that allow for some staff separation and privacy are included as a part of this purchase.

BUDGET/STAFF IMPACT:

Sufficient funds exist in the minor equipment budget to fund this purchase.

Attachments:

Staff Review Form
Purchase Order
Norman Company Quote

City of Fayetteville - Purchase Order Request (PO)

(Not a Purchase Order)

All PO Requests shall be scanned to the Purchasing e-mail: Purchasing@fayetteville-ar.gov.
Purchase shall not be made until an actual PO has been issued.

Requisition No.:	Date: 11/7/2014
P.O Number:	

Vendor #: 15852	Vendor Name: Norman Company	Mail <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Legistar#: 2014-0458
Address: 7800 Ball Road		Taxable <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Expected Delivery Date: 12/21/2014
City: Fort Smith	AR	Quotes Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
Requester: Don Marr/ Dale Vanderford		Requester's Employee #:	Extension: 4834

Item	Description	Quantity	Unit of Issue	Unit Cost	Extended Cost	Account Number	Project.Sub#	Inventory #	Fixed Asset #
1	Modular Desks	9		3,848.05	\$34,632.45	1010.1710.5210.00			
2	Delivery and Installation	1		1,750.00	\$1,750.00				
3	Sales Tax	1		3,547.32	\$3,547.32				
4					\$0.00				
5					\$0.00				
6					\$0.00				
7					\$0.00				
8					\$0.00				
9					\$0.00				
10					\$0.00				
*	Shipping/Handling		Lot		\$0.00				

Special Instructions:	Subtotal: <u> \$39,929.77</u> Tax: <u> \$0.00</u> Total: <u> \$39,929.77</u>
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Approvals:

Mayor: _____	Department Director: _____	Purchasing Manager: _____
Chief Financial Officer: _____	Budget Director: _____	IT Director: _____
Dispatch Manager: _____	Utilities Manager: _____	Other: _____

norman company

PROFESSIONAL OFFICE INTERIORS

PROPOSAL: 28566

DATE: 09/18/14

PROJECT #: 6-101

PROPOSAL FOR:

INSTALL AT:

City of Fayetteville
113 W. Mountain
Fayetteville, AR 72701

City of Fayetteville
113 W. Mountain
Fayetteville, AR 72701

SALESPERSON:
Jim Kirby

CUSTOMER P/O:

QUOTE VALID THROUGH:
03/01/13

#	QTY	DESCRIPTION	SELL	EXTENDED
1	1.00	X Series, 5H x 36"W, Closed Cabinet, Two Doors, Steel Dr Front, Steel L	484.46	484.46
		,TR-K CHARCOAL GRD A		
		,LR-BP CHROME GRD A		
2	6.00	Base Feed Module, Hardwire	76.46	458.76
3	13.0	Add-On Panel, Glazed, 24In.W X 16In.H	189.58	2,464.54
		(SK_1C) CLEAR GRD A		
		,SK-1C CLEAR GRD A		
		,TR-K CHARCOAL GRD A		
4	28.0	Add-On Panel, Glazed, 36In.W X 16In.H	203.01	5,684.28
		(SK_1C) CLEAR GRD A		
		,SK-1C CLEAR GRD A		
		,TR-K CHARCOAL GRD A		

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SALESPERSON:
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CUSTOMER P/O:

QUOTE VALID THROUGH:
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#	QTY	DESCRIPTION	SELL	EXTENDED
5	1.00	Add-On Panel, Glazed, 60In.W X 16In.H	229.88	229.88
	(SK_1C) ,SK-1C ,TR-K	CLEAR GRD A CLEAR GRD A CHARCOAL GRD A		
6	13.0	Mono Panel, Sq Top Cap, No-Power, 24In.W X 64In.H	178.63	2,322.19
	(TK) ,TK-PS (TK) ,TK-PS ,TR-K ,TR-K	TUSCAN GRD A PISA GRD A TUSCAN GRD A PISA GRD A CHARCOAL GRD A CHARCOAL GRD A		
7	9.00	Mono Panel, Sq Top Cap, No-Power, 36In.W X 64In.H	214.27	1,928.43
	(TK) ,TK-PS (TK) ,TK-PS ,TR-K ,TR-K	TUSCAN GRD A PISA GRD A TUSCAN GRD A PISA GRD A CHARCOAL GRD A CHARCOAL GRD A		

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#	QTY	DESCRIPTION	SELL	EXTENDED
8	19.0	Mono Panel,Sq Top Cap,W/Power,36In.W X 64In.H	269.70	5,124.30
		(TK) TUSCAN GRD A		
		,TK-PS PISA GRD A		
		(TK) TUSCAN GRD A		
		,TK-PS PISA GRD A		
		,TR-K CHARCOAL GRD A		
		,TR-K CHARCOAL GRD A		
9	1.00	Mono Panel,Sq Top Cap,W/Power,60In.W X 64In.H	354.13	354.13
		(TK) TUSCAN GRD A		
		,TK-PS PISA GRD A		
		(TK) TUSCAN GRD A		
		,TK-PS PISA GRD A		
		,TR-K CHARCOAL GRD A		
		,TR-K CHARCOAL GRD A		
10	6.00	90Deg Finish Post,Painted,80In.H	31.51	189.06

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#	QTY	DESCRIPTION	SELL	EXTENDED
		,TR-K CHARCOAL GRD A		
		,TR-K CHARCOAL GRD A		
		,TR-K CHARCOAL GRD A		
11	4.00	180Deg Finish Post, Painted, 80In.H	27.02	108.08
		,TR-K CHARCOAL GRD A		
		,TR-K CHARCOAL GRD A		
		,TR-K CHARCOAL GRD A		
12	16.0	Tackboard 36In. X 16In.	64.13	1,026.08
		(TK) TUSCAN GRD A		
		,TK-PS PISA GRD A		
13	16.0	Adaptable, Task Light, 30In., 72In. Cord,Wd, Prismatic	57.91	926.56
14	3.00	Duplex Receptacles (Box Of 6)	45.05	135.15
		,TR-K CHARCOAL GRD A		

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#	QTY	DESCRIPTION	SELL	EXTENDED
15	2.00	Power Receptacle - Igr Duplex (Box Of 6)	49.00	98.00
		,TR-K CHARCOAL GRD A		
16	16.0	PLACES,UniGroup,UniGroup Too,Upper Storage,36"W,Painted Front,Pane	175.05	2,800.80
		,TR-K CHARCOAL GRD A		
		,TR-K CHARCOAL GRD A		
		,LR-BP CHROME GRD A		
17	9.00	V Series,Pedestal,Attached,Box/B ox/File,24"D,Standard Pull	162.79	1,465.11
		,TR-K CHARCOAL GRD A		
		,TR-K CHARCOAL GRD A		
		,LR-BP CHROME GRD A		

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#	QTY	DESCRIPTION	SELL	EXTENDED
18	9.00	V Series, Pedestal, Attached, File/ File, 24"D, Standard Pull	152.30	1,370.70
		,TR-K CHARCOAL GRD A		
		,TR-K CHARCOAL GRD A		
		,LR-BP CHROME GRD A		
19	9.00	Wall Mount Kit 80In.	51.00	459.00
		,TR-K CHARCOAL GRD A		
20	22.0	Wall Track 72In.	44.82	986.04
		,TR-K CHARCOAL GRD A		
21	8.00	Corner, 90Deg Wrap-Around Worksurface 36 X 36	127.06	1,016.48
		,H-22 GREY SPEX GRD A		
		,HP-8J CHARCOAL GRD A		

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#	QTY	DESCRIPTION	SELL	EXTENDED
22	23.0	Rect Worksurface 24D X 36W GREY SPEX GRD A CHARCOAL GRD A ,H-22 ,HP-8J	71.59	1,646.57
23	1.00	Rect Worksurface 24D X 42W GREY SPEX GRD A CHARCOAL GRD A ,H-22 ,HP-8J	80.27	80.27
24	7.00	Rect Worksurface 24D X 48W GREY SPEX GRD A CHARCOAL GRD A ,H-22 ,HP-8J	98.70	690.90
25	8.00	Rect Worksurface 24D X 60W GREY SPEX GRD A CHARCOAL GRD A ,H-22 ,HP-8J	116.06	928.48
26	1.00	Rect Worksurface 24D X 96W GREY SPEX GRD A CHARCOAL GRD A ,H-22 ,HP-8J	168.16	168.16

CONTINUED...

PAG 7

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#	QTY	DESCRIPTION	SELL	EXTENDED
27	48.0	Unigroup/Too/Places,Cntlvr Brkt,Standard,16.5In.D,Bh	28.04	1,345.92
28	8.00	Worksurface, Rear-Corner Bracket, if, Svc	4.97	39.76
29	16.0	Flush Mount Plate	6.27	100.32
30	1.00	Freight & Labor for delivery and installation	1,750.00	1,750.00

All products are special order. Returns, refunds, and restocking fees subject to Vendors Terms.

DEPOSIT REQUIRED: 18,191.00	SUBTOTAL.....:	36,382.41
ACCEPTED BY: _____	SALES TAX....:	3,547.32
DATE ACCEPTED: _____	TOTAL.....:	<u>39,929.73</u>