



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

1. Agenda Item Number:

**20**

2. Council Meeting Date:

April 30, 2015

**TO: MAYOR & COUNCIL**

3. Date Prepared: April 8, 2015

**THROUGH: CITY MANAGER**

4. Requesting Department:

Police

5. SUBJECT: Purchase of Police Records Furniture

6. RECOMMENDATION: Staff recommends City Council approve the use of the 1GPA Contract No. 14-163S with Wist Office Products for the purchase and installation of Police Records furniture in the amount of \$52,876.38.

**7. BACKGROUND/DISCUSSION:**

The Chandler Police Department Records section is staffed 24 hours a day every day of the year. Each of the 22 Records staff members is assigned a specific shift but not a specific desk. Staff must share the 12 available workstations, phones, keyboards, etc.

Each staff member has unique physical attributes. When sharing fixed level workstations, these physical differences result in ergonomic challenges. The City supports having well-designed and appropriately-adjusted workstations that allow proper placement of computer components and minimize awkward postures and exertions. Purchasing and installing adjustable workstations will address the ergonomic challenges and allow each staff member the ability to adjust the height of the workstation to meet each individual's needs. Service to customers will not be affected during the two-day to three-day installation process.

8. EVALUATION PROCESS: The City makes use of contracts for furniture available cooperatively through several agencies. Each of these cooperative contracts was competitively solicited. For the purchase of the Police Department Records Section furniture, City staff went to cooperative contracts offered by the State of Arizona, Mohave and 1GPA, approved agencies with whom the City has cooperative purchasing agreements. From these contracts, a total of five vendors were asked to provide quotes. Three of the five vendors responded: Wist Office Products, Arizona Furnishings, and Interior Solutions. The three were asked to present their plans and provide quotes for the furniture needed at Police Records. Wist Office Products was selected based on the quality and characteristics of the furniture, the warranty provided, and the delivery timeframe.

9. FINANCIAL IMPLICATIONS: Funding for this purchase in the amount of \$52,876.38 will come from Forfeiture Fund, Police Administration, Other Equipment, Account No. 202-2010-6320.

10. PROPOSED MOTION: Move to approve use of the 1GPA Contract No. 14-163S with Wist Office Products for the purchase and installation of Police Records furniture in the amount of \$52,876.38.

ATTACHMENT: None

**APPROVALS**

11. Requesting Department

*D Reed*

Doug Reed, Police Support Services Manager

12. Department Head

*S Duggan*

Sean Duggan, Chief of Police

13. Procurement Officer

*Juan Martinez*

Juan Martinez

14. City Manager

*Rich Dlugas*

Rich Dlugas