



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

22

2. Council Meeting Date:

February 25, 2016

TO: MAYOR AND COUNCIL

3. Date Prepared: February 10, 2016

THROUGH: CITY MANAGER

4. Requesting Department: Cultural Affairs

5. SUBJECT: Purchase of Library Furniture

6. RECOMMENDATION: Staff recommends City Council approve the use of the State of Arizona Contract No. ADSPO13-040689, with Goodmans, Inc., for the purchase and installation of library furniture, in the amount of \$125,000.00.

7. HISTORICAL BACKGROUND/DISCUSSION: The Library would like to purchase tables and chairs for the Copper Room and public areas, as well as new modular furniture for 27 public service staff work areas.

Previously, Purchasing Item CP15-139 was approved by Council on December 11, 2014 for the construction contract with Builders Guild for renovation of the Copper Room. Enough furniture was purchased to make the room usable utilizing funds from the Library's FY2014-15 Operating Budget. Since the expenditure did not exceed \$50,000.00, City Council approval was not required. The renovated Copper Room spaces have been in use since June 2015; however, more tables and chairs are required to meet the needs of the spaces. Currently, we borrow tables and chairs from other spaces for programming needs, if those items are available. The Copper Room has become a popular space for both City meetings and community use.

Most of the staff furnishings in the Downtown Library were purchased in 1987 when the library moved into larger quarters at the Rocky Mountain building, and were later moved to the new Downtown Library in 1996. The new furniture will be located in the following areas: (1) Adult Reference Offices: 10 work areas consisting of 5 Librarians, 4 Library Assistants and 1 Techno Clerk); (2) Youth Office: 5 work areas consisting of 1 Librarian and 4 Library Assistants; (3) Circulation Office: 10 work areas consisting of 1 Librarian, 1 Library Assistant, 7 Library Aides and 1 Page; and (4) Outreach Office: 2 work areas consisting of 1 Marketing Assistant and 1 Outreach Coordinator. Replacement of the 29-year-old staff furnishings will improve the overall maintenance of the facility and result in an enhanced service level for the community. The library averages 1,200 visitors daily. Service to customers will not be affected during the installation process.

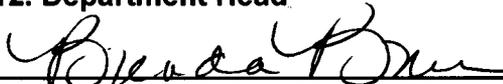
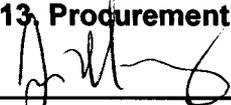
8. EVALUATION PROCESS: The City makes use of contracts for furniture available cooperatively through several agencies. Each of these cooperative contracts was competitively solicited. For the purchase of the Library furniture, staff reviewed the cooperative contracts offered by the State of Arizona. The City has a current Intergovernmental Agreement with the State, allowing for cooperative use of the State's contracts. Three vendors available under the contract, Goodmans, Inc., Arizona Furnishings and Interior Solutions were asked to provide quotes. Goodmans, Inc., and Arizona Furnishings responded with quotes and were then asked to present their Library specific plans and pricing. Staff selected Goodmans, Inc., based on their history of responsiveness and performance. Goodmans, Inc., modular furniture is also used at the Basha, Hamilton and Sunset Libraries. This will enable the Library to adapt to any staffing changes that may occur across the system.

9. FINANCIAL IMPLICATIONS: Funding for this purchase in the amount of \$125,000 will come from:

| <u>Acct. No:</u> | <u>Fund Name:</u> | <u>Program Name:</u> | <u>Amount:</u> |
|------------------|-------------------|--------------------------------|----------------|
| 101.4310.5360 | General Fund | Office Furniture and Equipment | \$125,000.00 |

10. PROPOSED MOTION: Move to approve use of the State of Arizona Contract No. ADSPO13-040689, with Goodmans, Inc., for the purchase and installation of library furniture, in the amount of \$125,000.00.

APPROVALS

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| 11. Requesting Department  Dan Lee, Assistant Library Manager | 12. Department Head  Brenda Brown, Cultural Affairs Director |
| 13. Procurement Officer  Juan Martinez | 14. Acting City Manager  Marsha Reed |

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