



THE CITY OF KEY WEST
201 William Street Key West, FL 33040 (305) 809-3790

EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager

CC: Greg Veliz, Assistant City Manager
Sarah Spurlock, Assistant City Manager
Mark Finigan, Finance Director

FROM: Kreed Howell, Senior Construction Manager
Jim Bouquet, P.E., Engineering Services Director

DATE: October 20, 2015

SUBJECT: Office Furnishings and Equipment for New City Hall
at Glynn Archer School

ACTION STATEMENT

Approving the purchase and installation of office furnishings, equipment and integral infrastructure for the New City Hall at Glynn Archer School from Workscapes/Herman Miller, Inc. for \$754,599.65 by piggy-backing the State of Florida contract #425-001-12-12 and U.S. Communities contract #4400003403 in accordance with City Ordinance Section 2-797(3), and by exempt purchase in accordance with City Ordinance Section 2-797(4)b.

PROJECT ISSUE

Resolution No. 14-348 accepted the proposal of Burke Construction Group Inc., (Burke) for construction of a New City Hall at Glynn Archer School. This resolution did not include the procurement and installation of office furnishings and related equipment. During project design, the City of Key West (City) and Bender & Associates Architects (Bender) collaborated to layout and specify building-specific office furnishings including, but not limited to, ergonomic work stations, furniture, custom dais and licensing counter, storage units and miscellaneous equipment. Based on cost, durability, aesthetics and Americans with Disability Act (ADA) design considerations, Herman Miller, Inc. (Herman Miller) was selected as the furnishings manufacturer.

To take advantage of deep discounts through previously executed government contracts, the City requested a Herman Miller distributor provide a proposal to furnish, ship, assemble and install office furnishings, equipment and integral infrastructure for the New City Hall at Glynn Archer School. A copy of this proposal, referencing procurement through State of Florida contract #425-001-12-12 and U.S. Communities contract #4400003403, is attached. Purchasing office furnishings and associated equipment under these contracts will result in savings to the City ranging from 40 to 73 percent off Herman Miller list pricing. The State of Florida contract was originally solicited as *an Invitation to Bid for Office Furniture and Files ITB Number 17-425-001-F* by the State of Florida Department of Management Services, Division of State Purchasing. The U.S. Communities agreement was originally solicited as *Competitive Solicitation by Fairfax County for Systems Furniture, Seating, Filing Equipment and Related Products, Support Services and Solutions on Behalf of Itself and Other Government Agencies and Made Available Through the U.S. Communities Government Purchasing Alliance RFP 2000000330*. Use of these “piggy-back” agreements is permitted under City Ordinance 2-797(3).

Several components not falling under the State of Florida or U.S. Communities pricing but necessary to complete outfitting of the building are recommended for procurement in accordance with City Ordinance Section 2-797(4) b. This ordinance allows the City Manager, with City Commission approval, to exempt a purchase from the competitive bid requirements if, in their opinion, exceptional circumstances exist and it is in the best interest of the City to do so. Bidding could compromise the requirement to integrate the open market ancillary materials with the Herman Miller components while maintaining ADA compliance. Staff has verified ancillary material pricing is fair and reasonable.

Office furnishings and equipment by Herman Miller and the ancillary manufacturers are summarized in attached Workscapes Proposal 2015-14524 dated October 19, 2015, for the total cost of \$754,599.65.

PURPOSE AND JUSTIFICATION

Building-specific office furnishings including, but not limited to, ergonomic work stations, furniture, storage units and miscellaneous infrastructure and equipment are required to fully outfit, provide for ADA compliance and make operational, the new City Hall at Glynn Archer School.

The improvement of infrastructure is critical to meeting the current and future needs of the City. This project is consistent with the City of Key West’s Strategic Goal #5, *All of the City’s Destinations and Resources Are Accessible to Residents and Visitors*.

FINANCIAL ISSUES

Procurement of office furnishings and equipment for New City Hall at Glynn Archer School in the amount of \$754,599.65 is funded under Account #303-1900-519-62-00 (Project GN 1302). This amount is consistent with a previous estimate for office furnishings and equipment presented in Resolution 15-169. The Workscapes/Herman Miller, Inc. proposal is summarized below:

Herman Miller/State of Florida Contract #425-001-12-12

Furnishings:	\$474,114.36
Proprietary Items & Infrastructure:	\$126,839.14

Herman Miller/US Communities Contract #4400003403:	\$145,642.54
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Non-Herman Miller/Ancillary Manufactured Items:	<u>\$ 8,003.61</u>
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Total:	\$754,599.65
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RECOMMENDATION

City staff recommends approving the purchase and installation of office furnishings, equipment and integral infrastructure for the New City Hall at Glynn Archer School from Workscapes/Herman Miller, Inc. for \$754,599.65 by piggy-backing the State of Florida contract #425-001-12-12 and U.S. Communities Agreement #4400003403 in accordance with City Ordinance Section 2-797(3), and by exempt purchase in accordance with City Ordinance Section 2-797(4)b.