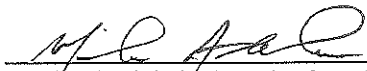
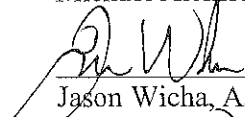


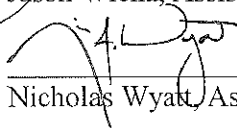
MEMORANDUM
Purchasing Division
Police Department

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TO: John T. Lockerby, Village Manager

FROM: 
Michael Aleksic, Purchasing Agent


Jason Wicha, Assistant Village Manager


Nicholas Wyatt, Assistant to the Manager

DATE: November 21, 2014

SUBJECT: **Agenda Item – December 1, 2014 Village of Skokie Board Meeting**
New Furniture for Village Hall Addition and Renovated Areas

Account and Budget Amount:	020-0420-418.07-43	\$145,000	#I31106
	020-0420-418.07-43	\$ 30,000	#I31107
	020-0420-418.07-43	<u>\$ 15,000</u>	#I31108
		\$190,000	

BACKGROUND

The FY15 CIP budget contains funding for the purchase of new furniture for the Village Hall addition as well as the newly renovated Health Department offices. Pricing for the recommended purchases herein was obtained through the U.S. Communities Government Purchasing Alliance and National Joint Purchasing Alliance (NJPA) contracts for furniture. The Village of Skokie has been a registered participant with both entities for many years. Both U.S. Communities and NJPA publicly solicit bids for a wide variety of goods and services, and allow local government entities to purchase from the resulting contracts and enjoy economies of scale that would not otherwise be available. Low bid contracts are awarded to a variety of manufacturers and their distributors are charged with servicing the customers.

RECOMMENDATION

It is recommended that contracts for the purchase of new desks, work stations, guest seating, conference room furniture, lunch room tables and seating, and all necessary hardware and accessories is awarded in the amount of \$179,095. The new furniture will be provided by several manufacturers: Knoll is

#462677

providing the office desks, work stations, tables and storage; KI Furniture is providing the furniture for the lunch room; and seating is being provided by Haworth. Pricing includes delivery and installation.

The pricing under the U.S. Communities and NJPA contracts is extremely competitive and could not have been matched if bid locally by the Village. The Village has purchased furniture from all of the above referenced manufacturers in the past with very good results (the bulk of the furniture in the new Police facility).

COMMENTS

The recommended purchase herein consists of office furniture for twenty nine (29) new offices and work areas. The furniture consists of new desks (modular furniture with work surfaces, storage and lighting), guest seating and miscellaneous tables. Also included is furniture for five (5) new conference rooms (tables and seating), furniture for the new lunch room, and new chairs for Conference Room B. All hardware, accessories, delivery and installation services are provided by the manufacturer's respective dealers.

Delivery and installation of the new furniture will begin on approximately March 16, 2015 and will occur in several phases over a two week period. Installation will likely begin in the renovated Health and Human Services areas and proceed into the newly constructed offices as they are completed. Substantial completion for the entire project is April 2015. At that time the Human Services staff will be moving from their current offices into our new facility. The exact move-in dates are still being worked out to allow for unforeseen changes to the current schedule.

cc: Dr. Catherine Counard, Health Director
Maureen Murphy, Human Services Director