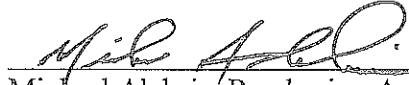


MEMORANDUM
Purchasing Division

TO: John T. Lockerby, Village Manager

FROM: 
Michael Aleksic, Purchasing Agent

DATE: June 26, 2014

SUBJECT: **Agenda Item – July 7, 2014 Village of Skokie Board Meeting**
New Seating for Village Hall’s Private Offices

Account and Budget Amount: 020-0420-418.07-43 \$22,500 #I3113A

BACKGROUND

Pricing for the recommended purchase herein was obtained through the U.S. Communities Contract for Knoll Seating. The Village of Skokie has been a registered participant with the U.S. Communities Government Purchasing Alliance since 2002. The U.S. Communities Alliance publicly solicits bids for a wide variety of goods and services, and allows local government entities to purchase from the resulting contracts and enjoy economies of scale that would not otherwise be available. The awarded Contractor for Knoll Brand Seating is Corporate Concepts Inc., Lombard, Illinois.

RECOMMENDATION

It is recommended that a contract for the purchase of twenty nine (29) Knoll Life Chairs be awarded to Corporate Concepts Inc., in the amount of \$21,968.92. The pricing is based on U.S. Communities Contract #4400003404. This contract is extremely competitive and could not have been matched if bid independently by the Village. Delivery and installation is included.

COMMENTS

The FY15 CIP budget contains funding for the replacement of workstation/desk chairs in Village Hall’s private offices. Earlier this month the Village took delivery of the same workstation chairs for the open area offices, and the subject purchase is the second phase of replacing the old chairs. The current chairs are over fifteen (15) years old, and many of them are in various stages of disrepair with some being unusable.

The Knoll Life Chairs features high performance adjustable arms with pads, fully adjustable chair height controls, adjustable high back with tilt lock and a unique sliding seat pan feature which allows

for seat depth adjustment. The seat topper is a knitted black fabric and the seat back is composed of a breathable mesh that is a grey/black speckled pattern. The chair also features a polished aluminum base and clear casters. The ergonomic features of the chair will be a big improvement over the current workstation chairs.

Village Hall staff evaluated six (6) different chair models from various manufacturers. The initial six (6) chairs were selected after extensive research, a visit to the Merchandise Mart and assistance from a furniture consultant. The chairs were brought in to Village Hall and were used by various staff over a period of several weeks. As a result, the Knoll Life Chair emerged as the overwhelming favorite. One of the key elements cited by staff was the ability of the chair to be adjusted to accommodate a wide range of chair heights, seat depths and arm positions. Overall comfort and appearance were also cited as big reasons as to why the Life Chair stood out above the rest.

cc: Jason Wicha, Assistant Village Manager