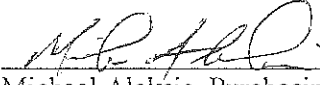
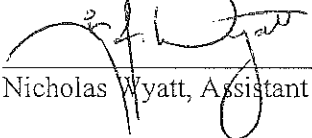


MEMORANDUM
Purchasing Division
Manager's Office

A

TO: John T. Lockerby, Village Manager

FROM: 
Michael Aleksic, Purchasing Agent


Nicholas Wyatt, Assistant to the Manager

DATE: October 9, 2015

SUBJECT: Agenda Item – October 19, 2015 Board Meeting
New Furniture for Village Hall

Account and Budget Amount:	020-0420-418.07-40	\$275,000	#J31102
	020-0420-418.07-40	<u>\$ 75,000</u>	#J31105
		\$350,000*	

*Budget includes funding for desks, workstations, storage and guest seating.

BACKGROUND

The FY16 CIP budget contains funding for the purchase of new furniture for Village Hall. In early 2015, new furniture was purchased for the Village Hall addition and the renovated Health Department offices. The purchase recommended herein will provide new furniture for the remaining offices throughout Village Hall. Pricing 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 dealers are charged with servicing the customers.

RECOMMENDATION

It is recommended that contracts for the purchase of new desks, work stations, storage, guest seating, and all necessary hardware and accessories are awarded in the amount of \$349,709. The guest seating manufacturer is Haworth, and the desks, workstations and storage units are manufactured by Knoll

#482401

Furniture. Corporate Concepts Inc. is the awarded dealer for the Knoll furniture (U.S. Communities Contract), and Business Office Systems will be providing the Haworth seating (NJPA Contract). 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 directly by the Village. The Village has purchased furniture from the above referenced manufacturers/dealers in the past with very good results.

COMMENTS

The current desks in Village Hall are thirty five (35) years old. They were purchased in 1980 when the Village Hall addition/renovation was completed (the "new" section of Village Hall). Some of the current desks in the building were not replaced at that time, and they date back to the 1970's. The desk chairs were replaced in the mid 1990's, and the guest seating was reupholstered. The current furniture is well past its useful life, and the wear and tear is very evident in many offices.

The recommended purchase herein consists of a total of seventy eight (78) work stations and one hundred and ten (110) guest chairs that will furnish thirty eight (38) private offices and open work areas. The furniture consists of new desks, modular furniture with work surfaces, storage cabinets, lighting, bookcases, small conference tables and guest seating. All hardware, accessories, delivery and installation services are provided by the manufacturer's respective dealers.

Delivery and installation of the new furniture will begin shortly after January 1, and will occur in several phases so as to minimize disruptions as much as possible. The project will take approximately two weeks to complete. The existing furniture will be sold, recycled, donated and disposed of as appropriate.

cc: Jason Wicha, Assistant Village Manager

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