

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2010-21**

**Purchase and Installation of Furniture**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	02/04/10	Discussion/Possible Action	Bonnie Todd, Executive Director Vicki Youngs, Director <b>Loren Steel, Facilities Maintenance Manager</b>	(206) 398-5367  (206) 398-5024 (206) 398-5446

<b>Contract/Agreement Type:</b>		<b>Requested Action:</b>	
Competitive Procurement (Piggyback)	✓	Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

**PROJECT NAME**

Office Furniture

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a contract with MBI Seattle to purchase and install office furniture at 315 Fifth Avenue S. for a total authorized contract amount not to exceed \$420,856.

**KEY FEATURES of PROPOSED ACTION**

- The proposed action is the first of two furniture acquisitions planned for 2010; staff will seek Board authorization for the second acquisition later in 2010. The scope of work includes specification, fabrication, delivery, and installation of furnishings for the fifth floor of the building, including approximately 67 open office workstations, 19 enclosed offices, and two conference rooms. Furnishings are needed for the new office space which was leased to address both current and future Sound Transit office space needs.
- The specification and installation of the furniture will be handled by MBI Seattle, a local vendor for the manufacturer Herman Miller. Sound Transit is using a contract developed by US Communities, an organization that facilitates purchasing for public agencies. This “piggyback” contract will allow Sound Transit to purchase furnishings from MBI Seattle at a discount of up to 71% off.

**BUDGET IMPACT SUMMARY**

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

**BUDGET and FINANCIAL PLAN DISCUSSION**

This action is to purchase and install furniture for the fifth floor of the newly acquired leased space in the Fifth and Jackson building located at 315 Fifth Avenue S.

This action is funded by the Agency administrative capital program. The lifetime budget for furniture is \$4,112,000, with \$2,343,000 committed to date. This action would authorize \$420,856 and will leave a remaining uncommitted balance of \$1,348,144.

The amount budgeted for furniture for 2010 is \$1,769,000. This action, if approved, will commit \$420,856, leaving a remaining 2010 project balance of \$1,348,144.

**BUDGET TABLE**

Summary for Board Action (Year of Expenditure \$000)  
Project: 001- Agency Administration

	Adopted 2010 Lifetime Budget: (A)	Committed To Date (D)	This Action (E)	Total Committed & Action (F)	Uncommitted (Shortfall) (G)
Office Furniture	\$ 4,112	\$ 2,343	\$ 421	\$ 2,764	\$ 1,348
Fleet-Automobiles	\$ 1,650	\$ -	\$ -	\$ -	\$ 1,650
Computer Equipment	\$ 5,055	\$ -	\$ -	\$ -	\$ 5,055
ERP System	\$ 4,432	\$ -	\$ -	\$ -	\$ 4,432
Computer Software	\$ 7,230	\$ -	\$ -	\$ -	\$ 7,230
Other Office Equipment	\$ 889	\$ -	\$ -	\$ -	\$ 889
Unallocated Budget	\$ 20,734	\$ -	\$ -	\$ -	\$ 20,734
<b>Total Current Budget</b>	<b>\$ 44,102</b>	<b>\$ 2,343</b>	<b>\$ 421</b>	<b>\$ 2,764</b>	<b>\$ 41,338</b>

Phase Budget Detail

Office Furniture	\$ 4,112	\$ -	\$ 421	\$ 421	\$ 3,691
Misc. Activity		\$ -	\$ -	\$ -	\$ -
<b>Total Phase</b>	<b>\$ 4,112</b>	<b>\$ -</b>	<b>\$ 421</b>	<b>\$ 421</b>	<b>\$ 3,691</b>

Contract Budget	Current Approved Contract Value (H)	Spent to Date (I)	Proposed Action (J)	Proposed Total Contract Value (K)
New Furniture	\$ -	\$ -	\$ 421	\$ 421
Contingency	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 421</b>	<b>\$ 421</b>
Percent Contingency	0%		0%	0%

2010 Project budget	Adopted 2010 Project budget	Spent to Date	Proposed Action	Uncommitted (Shortfall)
Office Furniture	1,769	-	421	1,348
Fleet-Automobiles	220	-	-	220
Computer Software	3,000	-	-	3,000
Other Office Equipment	144	-	-	144
<b>Total Project</b>	<b>5,133</b>	<b>-</b>	<b>421</b>	<b>4,568</b>

**Notes:**

Lifetime Project budget is located on page 153 of the Proposed 2010 Transit Improvement Plan. The Amended 2010 TIP included a transfer of \$1,706,000 from Unallocated Budget to Office Furniture, which brings the Furniture budget to \$4,112,000. The Amendment TIP was adopted by the Board on December 10, 2009.

## **SMALL BUSINESS PARTICIPATION**

There was no small business goal for this procurement.

### Prime Consultant/Contractor

MBI Seattle is the prime contractor for this contract and will perform 100% of the work.

### Equal Employment Workforce Profile (% Women/People of Color)

MBI Seattle workforce demographics are 34% women and 12% people of color.

## **PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

On December 10, 2009 the Sound Transit Board authorized leasing office space at 315 Fifth Avenue S., at the corner of Fifth and Jackson. The lease terms provide for an incremental increase in the amount of office space. This request is to furnish the fifth floor. Later in 2010 staff will request the purchase and installation of furniture for the fourth floor of the Fifth and Jackson building.

The furniture and vendor selection criteria included: cost; furniture that offers long term value, functionality and attractive appearance; ability to deliver and install furnishings per Sound Transit's schedule; and a solid performance record for both furniture and vendor service.

Sound Transit is using a contract developed by US Communities, an organization that facilitates purchasing for public agencies. The US Communities contract used a competitive Request for Proposal to provide a purchasing process for furniture, related office interior products and design, installation, configuration and other services. Sound Transit will "piggyback" on this contract which is a common purchasing process in the furniture industry.

The furniture line manufactured by Herman Miller was found to be compatible with Sound Transit's selection criteria. Herman Miller's authorized, local vendor is MBI Seattle who will prepare detailed specifications, coordinate with US Communities and will receive and install the furniture. By utilizing the US Communities contract with MBI Seattle, Sound Transit will receive up to a 71% discount from list prices depending on the specified components. The minimum discount Sound Transit will receive is 66% for some smaller component pieces.

### **Prior Board/Committee Actions**

None.

## **CONSEQUENCES of DELAY**

Prior to the planned March 15, 2010 occupancy, the vendor and manufacturer must specify, order, fabricate, deliver and install the furniture. Typical lead times needed for this process require the Finance Committee's authorization to proceed by the second week of February. A delay in this action will result in a later occupancy date.

## **PUBLIC INVOLVEMENT**

Not applicable to this action.

## **ENVIRONMENTAL COMPLIANCE**

SSK 1-14-10

## **LEGAL REVIEW**

JW 1/28/10

**SOUND TRANSIT**

**MOTION NO. M2010-21**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with MBI Seattle to purchase and install office furniture at 315 Fifth Avenue S. for a total authorized contract amount not to exceed \$420,856.

**Background:**

On December 10, 2009 the Sound Transit Board authorized leasing office space at 315 Fifth Avenue S., at the corner of Fifth and Jackson. The lease terms provide for an incremental increase in the amount of office space. This request is to furnish the fifth floor. Later in 2010 staff will request the purchase and installation of furniture for the fourth floor of the Fifth and Jackson building.

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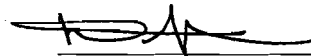
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**Motion:**

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer to execute a contract with MBI Seattle to purchase and install office furniture at 315 Fifth Avenue S. for a total authorized contract amount not to exceed \$420,856.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on February 4, 2010.



Fred Butler  
Finance Committee Chair

ATTEST:



Marcia Walker  
Board Administrator