

MOTION NO. M2010-55
Purchase and Installation of Furniture

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	05/20/10	Final Action	Bonnie Todd, Executive Director Loren Steel, Facilities Maintenance Manager	206-398-5367 206-398-5446

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with MBI Seattle to purchase and install office furniture at 315 Fifth Avenue S. in Seattle, in the amount of \$484,771 for a new total authorized contract amount not to exceed \$905,627.

KEY FEATURES

- The proposed action is the second of two furniture acquisitions planned for 2010. The Board previously authorized acquisition of furniture for office space on the fifth floor of 315 Fifth Avenue S. This action is to acquire furniture for the fourth floor.
- The scope of work for this action includes specification, fabrication, delivery, and installation of furnishings for the fourth floor of the building, including approximately 66 open office workstations, 16 enclosed offices, and three conference rooms. Furnishings are needed for the new office space that 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%.
- This furniture will be the same style of furniture that was purchased for the fifth floor of 315 Fifth Avenue S.

PROJECT DESCRIPTION

On December 10, 2009 the Sound Transit Board authorized leasing office space at 315 Fifth Avenue S. in Seattle, 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 fourth floor. The Board authorized a previous acquisition to furnish the fifth floor on February 4, 2010.

FISCAL INFORMATION

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)
1 Office Furniture	\$ 4,112	\$ 2,764	\$ 485	\$ 3,249	\$ 863
2 Fleet-Automobiles	\$ 1,650	\$ -	\$ -	\$ -	\$ 1,650
3 Computer Equipment	\$ 5,055	\$ -	\$ -	\$ -	\$ 5,055
4 ERP System	\$ 4,432	\$ -	\$ -	\$ -	\$ 4,432
5 Computer Software	\$ 7,230	\$ -	\$ -	\$ -	\$ 7,230
6 Other Office Equipment	\$ 889	\$ -	\$ -	\$ -	\$ 889
7 Unallocated Budget	\$ 20,734	\$ -	\$ -	\$ -	\$ 20,734
8 Total Current Budget	\$ 44,102	\$ 2,764	\$ 485	\$ 3,249	\$ 40,853

Phase Budget Detail

9 Office Furniture	\$ 4,112	\$ 2,764	\$ 485	\$ 3,249	\$ 863
10 Misc. Activity		\$ -	\$ -	\$ -	\$ -
11 Total Phase	\$ 4,112	\$ 2,764	\$ 485	\$ 3,249	\$ 863

Contract Budget	Current Approved Contract Value (H)	Spent to Date (I)	Proposed Action (J)	Proposed Total Contract Value (K)
12 New Furniture	\$ 421	\$ -	\$ 485	\$ 906
12 Contingency	\$ -	\$ -	\$ -	\$ -
13 Total	\$ 421	\$ -	\$ 485	\$ 906
14 Percent Contingency	0%		0%	0%

SMALL BUSINESS PARTICIPATION

There was no small business goal for this procurement.

EQUAL EMPLOYMENT WORKFORCE PROFILE

38 employees; 34% women; 12% minorities.

BACKGROUND

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 for public agencies.

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.

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%.

ENVIRONMENTAL COMPLIANCE

SSK 4/22/10

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2010-21 – Authorized 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.

TIME CONSTRAINTS

Prior to the planned August 2010 occupancy of the fourth floor, the vendor and manufacturer must specify, order, fabricate, deliver and install the furniture. Operations and Administration Committee authorization by June 1, 2010 meets the lead times needed for the furniture.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

JW 5/12/10

MOTION NO. M2010-55

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with MBI Seattle to purchase and install office furniture at 315 Fifth Avenue S. in Seattle, in the amount of \$484,771 for a new total authorized contract amount not to exceed \$905,627.

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MOTION:

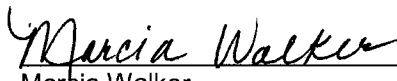
It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract amendment with MBI Seattle to purchase and install office furniture at 315 Fifth Avenue S. in Seattle, in the amount of \$484,771 for a new total authorized contract amount not to exceed \$905,627.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 20, 2010.



Dave Enslow
Operations and Administration Committee Chair

ATTEST:



Marcia Walker
Board Administrator