

MOTION NO. M2011-48
Purchase and Installation of Furniture

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	06/16/11	Recommendation to Board Final Action	Bonnie Todd, Executive Director Eileen Francisco, Asset Planning & Programming Manager	206-398-5367 206-398-5231

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract with MBI Seattle to purchase and install office furniture for the seventh and half of the eighth floor at 315 Fifth Ave. S. in Seattle for a total authorized contract amount not to exceed \$696,404.

KEY FEATURES

- The scope of work includes specification, fabrication, delivery and installation of furnishings for approximately 88 open office workstations, 31 enclosed offices, and six conference rooms, as well as incidental furnishings required to support building occupancy, minor future modifications to this furniture system, and spare parts.
- Sound Transit is using a contract developed by US Communities. This “piggyback” contract will allow Sound Transit to purchase furnishings from MBI Seattle at a discount of up to 71% off the selected furnishings.
- The furniture was selected for cost effectiveness based on functionality, durability and simplicity of reconfiguration. It is consistent with the Agency’s furnishings on the fourth and fifth floors of the building at 315 Fifth Ave. S. in Seattle.

PROJECT DESCRIPTION

Sound Transit will be leasing the seventh and half of the eighth floor at 315 Fifth Ave. S. effective November 1, 2011. Office furniture for the new space addresses both current and future Sound Transit office space needs.

FISCAL INFORMATION

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

	Adopted 2011 Lifetime Budget ¹ A	Committed To Date ² B	This Action C	Total Committed & Action D	Remaining Budget E
Admin Facilities/Equip/Furn	\$ 3,976	\$ 928	\$ 696	\$ 1,624	\$ 2,352
Future Program Allocation	\$ 425	\$ -	\$ -	\$ -	\$ 425
IT Hardware/Software	\$ 23,595	\$ 1,014	\$ -	\$ 1,014	\$ 22,581
Non-Revenue Fleet	\$ 1,620	\$ 245	\$ -	\$ 245	\$ 1,375
Other	\$ 12,122	\$ -	\$ -	\$ -	\$ 12,122
Total Current Budget	\$ 41,738	\$ 2,187	\$ 696	\$ 2,883	\$ 38,855

Phase Budget Detail

Admin Facilities/Equip/Furn	\$ 3,976	\$ 928	\$ 696	\$ 1,624	\$ 2,352
Total Phase	\$ 3,976	\$ 928	\$ 696	\$ 1,624	\$ 2,352

Contract Budget	Current Approved Contract Value F	Spent to Date G	Proposed Action H	Proposed Total Contract Value I
MBI Systems Inc.	\$ -	\$ -	\$ 696	\$ 696
Contingency	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ 696	\$ 696
Percent Contingency	0%	\$ -	0%	0%

	Adopted 2011 Annual Budget	Committed To Date	This Action	Total Committed & Action	Remaining Budget
Admin Facilities/Equip/Furn	\$ 337	\$ 17	\$ 696	\$ 713	\$ (376)
Future Program Allocation	\$ 25	\$ -		\$ -	\$ 25
IT Hardware/Software	\$ 6,070	\$ 344		\$ -	\$ 5,726
Non-Revenue Fleet	\$ 200	\$ 53		\$ -	\$ 147
Other	\$ 920	\$ -	\$ -	\$ -	\$ 920
Total Current Budget	\$ 7,552	\$ 414	\$ 696	\$ 713	\$ 6,442

Level	Shortfall Amt	Potential Funds	Funding Source
Admin Facilities/Equip/Furn	\$ (376)	\$ 376	Other
Total	\$ (376)	\$ 376	

¹ The project lifetime budget can be found on page 172 of 2011 Transit Improvement Plan budget book.

² Committed to Date includes expenditures through May, 2011

SMALL BUSINESS PARTICIPATION

MBI is a small business and will be self-performing 100% of the work.

EQUAL EMPLOYMENT WORKFORCE PROFILE

24 employees; 79% women; 4% minorities.

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 approved the addition of the seventh and half of the eighth floor to meet the agency's forecast space requirements. Sound Transit currently occupies the first, fourth, and fifth floors, and those floors are furnished with Herman Miller furniture.

Herman Miller furniture and MBI Seattle were found to be compatible with Sound Transit's selection criteria that included: cost; furniture that offers long-term value, functionality, durability, and simplicity of reconfiguration; a solid performance record for both furniture and vendor service; and an ability to deliver and install furnishings per Sound Transit's schedule.

In 2010 the Operations and Administration Committee authorized the acquisition and installation of furnishings for the fifth floor and later amended the contract with MBI Seattle to include the fourth floor. This line of furniture was also installed this year in the 625 Union Station building by the building management company at Sound Transit's request as part of the tenant improvement allowance for that building.

Sound Transit is using a contract developed by US Communities, an organization that facilitates purchasing for public agencies. US Communities used a competitive Request for Proposal process for procuring 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 discount offered by the US Communities contract is based on a high volume discount. The furniture line manufactured by Herman Miller was top ranked by US Communities. Herman Miller's authorized local vendor is MBI Seattle. By utilizing this contract, Sound Transit will receive a discount of between 66 and 71 percent on the list prices depending on the specified components.

ENVIRONMENTAL COMPLIANCE

SSK 5-19-11

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2010-55 – Authorized 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.

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 November 2011 occupancy date of the seventh and eighth floors, the vendor and manufacturer must specify, order, fabricate, deliver and install the furniture. Lead times for this process require the Board's authorization by July 1, 2011. A delay in this action may result in a delayed occupancy date for some workgroups.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

JW 6/9/11

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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 with MBI Seattle to purchase and install office furniture for the seventh and half of the eighth floor at 315 Fifth Ave. S. in Seattle for a total authorized contract amount not to exceed \$696,404.

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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 with MBI Seattle to purchase and install office furniture for the seventh and half of the eighth floor at 315 Fifth Ave. S. in Seattle for a total authorized contract amount not to exceed \$696,404.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on June 16, 2011.



Dave Enslow
Operations and Administration Committee Chair

ATTEST:



Marcia Walker
Board Administrator