



Agenda Item: Bid Award

Title: Award of Contract to Supply and Install Furniture for the City's Municipal Operations Center

Recommended Council MOTION:

I move to award the contract for the Municipal Operations Center's furniture to Source Office and Technology in the amount of \$241,712.49 plus a contingency of \$24,170.00 for a total amount not to exceed \$265,882.49 and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

City Council Goals (Resolution 2014 - 07; February 4, 2014). Infrastructure & Capital Facilities - Initiate Plan to Construct and Finance a Consolidated Public Works Service Center.

City Council Goal 2016-2017:

j.) Construct & finance consolidated public works service center

Background:

The MOC-North Campus project is scheduled to be completed in April 2022. The project plans and budget include owner supplied furniture including desks, chairs and cabinets. The new conference rooms, waiting areas and break areas will need to be supplied with new furniture. Public Works will be utilizing much of their existing office furniture. However, some offices need furniture as existing furniture is in poor condition and replacements have been put off for several years in anticipation of this project.

Per Wyoming State Statutes, the City of Laramie bid the supplying and installation of the furniture for the Municipal Operations Center. Bids were received on January 11, 2022 with only one supplier bidding.

Staff reviewed the bid and recommends the bid award to Source Office and Technology.

Legal/Statutory Authority:

BUDGET/FISCAL INFORMATION:**REVENUE**

Source	Amount	Type
Fees/Charges for Service	\$21,510,371.00	CCPWSC
Other		
Total	\$21,510,371.00	

EXPENSE

Proposed Project Cost.

Project Budget	Amount	Funds
Project Cost	\$241,712.49	CCPWSC 300-3310-410-7900
Loans on Project		
Grants for Project		
Other/Outside Projects		
City's Amount	\$241,712.49	
Contingency	\$24,170.00	
Total Amount	\$265,882.49	Furniture

Amount spent to date (approved and adopted by Council)

Budget	Amount	Funds
Total Budget Allocation	\$21,510,371.00	CCPWSC 300-3310-410-7900
Less Amount Spent to Date	\$20,798,531.05	
Remainder of Budget	\$711,839.95	

Responsible Staff:

Brooks Webb, Public Works Director
Eric Jap, City Engineer

Attachments:

Contract for Furniture w/Attachment