



Legislation Text

File #: 10-0997, **Version:** 1

Resolution to Ratify City Administrator Approval of Emergency Purchase Order with Trendway Corporation (Not To Exceed \$50,000.00)

The attached resolution seeks ratification of the City Administrator's authorization, pursuant to the authority granted him under Section 1:317(1) of the Ann Arbor City Code, to purchase additional Trendway Choices office furniture and related equipment from Trendway Corporation for the acquisition and reconfiguration of office furniture in the new Information Technology office area of the Ann Arbor Municipal Center.

In May 2006, the City purchased new Trendway Choices office furniture for the ITSU workspace in City Hall from Trendway Corporation. In order to preserve that recent investment, ITSU is acquiring the following equipment to retro-fit the existing Trendway office furniture into the new IT area on the first floor of the Ann Arbor Municipal Center:

- Materials to reconfigure 19 existing workstations.
- Materials to add 4 new workstations, replacing three offices and a work area located in the data center.
- Materials to configure one meeting room.

The urgency around this request is being driven by the week lead-time required for ordering the necessary materials and installation services for the week of October 11th. Given these considerations ITSU requested and the City Administrator approved the acquisition.

The not to exceed amount of \$50,000.00 is derived from the \$46,493.00 quote from Trendway Corporation and a 7% contingency.

Funding for the Project is allocated as follows:

- \$15,000.00 is budgeted in the FY2011 Information Technology Services Unit budget
- \$35,000.00 is planned and budgeted for in the City's General Fund.

Trendway Corporation received Human Rights approval on Sept 30, 2010.

Your ratification of this emergency purchase is requested.

Prepared by: Kathleen McMahon, Enterprise Project Manager

Reviewed by: Tom Crawford, Financial and Administrative Services Administrator

Approved by: Roger W. Fraser, City Administrator

Whereas, Current space needs for Information Technology in the Ann Arbor Municipal Center building require full utilization of all existing office furniture;

Whereas, Current space needs for Information Technology in the Ann Arbor Municipal Center building also require the purchase of additional office furniture;

Whereas, The office layout for Information Technology Service Unit in the Ann Arbor Municipal Center requires reconfiguration of existing office furniture;

Whereas, ITSU requested approval of the purchase by the City Administrator under his emergency purchasing authority granted under Section 317(1) of the Ann Arbor City Code;

Whereas, The City Administrator authorized the request on September 28, 2010, having been fully apprised of the urgency around this request based on the relocation of ITSU equipment and staff to the Ann Arbor Municipal Center and the lead-time required for acquisition and installation of the Trendway office furniture;

Whereas, This expense is planned and approved for in the FY2011 Information Technology and General Fund Budgets; and

Whereas, Trendway Corporation received Human Rights approval on September 30, 2010;

RESOLVED, That the purchase order to Trendway Corporation, not to exceed the amount of \$50,000.00, for the emergency purchase and installation of Trendway Choice office equipment be ratified and authorized; and

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution.