



Legislation Text

File #: 11-0385, **Version:** 1

Resolution to Ratify City Administrator Approval of Emergency Purchase Order with Steven C. Proehl Office Interiors (\$32,291.00)

The attached resolution seeks ratification of the City Administrator's authorization, pursuant to the authority granted him under Section 1:31:17(1) of the Ann Arbor City Code, to purchase used office furniture and cubed workstations from Steven C. Proehl Office Interiors to furnish the re-designed first and sixth floors as well as the second floor meeting room at the Larcom Center.

As we anticipated the return to the Larcom Center, we began to seek bids and proposals for used furniture to serve as the office furniture necessary to adapt to the reconfigured shared space. The furniture includes office cubicles, workstations, and miscellaneous furniture. Because of the nature of the used furniture market, a traditional sealed bid process does not work as groupings of used furniture become available and are purchased on a rapid and unpredictable basis. In addition, the groupings do not always have all the items needed. During our bidding process, we were made aware of an opportunity to purchase used furniture that has been made available due to the closing of a large business in Southfield, Michigan, whose office space lease expires on June 30, 2011. The furniture available includes all the pieces we need. These items are on a first come first served basis, are of good quality and are at drastically reduced prices. The price for these work stations is estimated to be approximately one-third of the price of such work stations in the used furniture market and the price for this furniture is estimated to be approximately one-quarter of the price of such furniture in the used furniture market. In order to secure our needs, the City Administrator approved the emergency purchase which will result in cost savings to the City.

Steven C. Proehl Office Interiors received Human Rights and Living Wage Approval on June 22, 2010.

As this need was anticipated, the funding is available in the approved FY 2011 Public Services and Community Services operations and maintenance budgets.

Prepared by: Wendy Welser, Customer Service Manager

Reviewed by: Sue F. McCormick, Public Services Administrator

Approved by: Roger W. Fraser, City Administrator

Whereas, This expense is planned and approved in the FY 2011 Public Services and Community Services operations and maintenance budgets;

Whereas, Used furniture from a business in Southfield, Michigan, that is closing is available for purchase at drastically reduces prices;

Whereas, Public Services and Community Services 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; and

Whereas, The City Administrator authorized the request on March 21, 2011, having been fully

apprised of the urgency of this request based on the impending relocation and the short-term availability of the furniture and workstations at drastically reduced prices;

RESOLVED, That the purchase order to Steven C. Proehl Office Interiors in the amount of \$32,291.00 for the emergency purchase of office workstations and furniture be ratified and authorized; and

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