

Memorandum

To: Mayor & Council Members

cc: Hon. Julie Creal, Chief Judge
Roger Fraser, City Administrator
Tom Crawford, Chief Financial Officer
File 

From: Keith Zeisloft
Court Administrator
15th Judicial District Court
101 E. Huron St.
P.O. Box 8650
Ann Arbor MI 48107
www.15thdistrictcourt.org
[Voice] 734.222.3275
[Fax] 734.222.3077
[Email] kxzeisloft@a2gov.org

Date: November 13, 2010

Subject: Furnishing & Equipment Acquisition/AAMC

Mayor Hieftje and Council Members:

Thank you for the opportunity to provide addition information concerning furnishings and equipment for Court operations in the Ann Arbor Municipal Center (the "AAMC").

I regret that at the 18 Oct Council session I neglected to fully explain the background for the Court's request for \$160,000 for furnishings and equipment ("F & E").

That figure was based upon very preliminary estimates for predominantly – but not wholly – new F & E. Before 18 Oct and to this day the Court has been actively seeking alternate estimates in the used market but, by 18 Oct, no items were found that met the Court's specifications for quantity, configuration, size or type.

Note too that the Court presented the request in a "not to exceed" format to assure that funding would be available should the worse-case scenario occur, i.e., that no appropriate goods would become available consistent with the relocation timeline.

It was not the Court's intent to obtain Council's approval for \$160,000 and then end the Court's search for less-costly goods. In fact, in the weeks between submission of the resolution and the 18 Oct Council session, the Court was able to reduce the potential expenditure for F & E to approximately \$130,000.

The ongoing process to reduce F & E costs has continued and, by combining the Court's existing inventory with reworked surplus

County goods and goods from the refurbished market, the projected F & E cost is now approximately \$72,000.

What follows is a narrative addressing the Court's existing inventory, goods market for surplus by the County and available to the Court, available refurbished goods and new goods.

The spreadsheets for existing, refurbished and new goods are attached at the end of this document.

Existing F & E Inventory

When the Court relocated from City Hall to the Washtenaw County Courthouse in 1993, the Court obtained the use of County-owned furnishings drawn from the County's used surplus inventory (e.g., workstations, desks, some file cabinets, etc.). The Court also obtained the shared use of courtroom, jury and conference room furnishings.

Since 1993, the Court has acquired, as needed, various furnishings and equipment, and the Court's current inventory includes 342 items.

Some notes regarding the existing inventory:

All items are generically described. For example, the inventory relates 15 desks, a description that covers desks of various sizes and types (7 Probation office desks, 3 judges' desks, 1 judge's secretary desk, 4 small Public Service Counter staff desks).

No existing inventory items will be discarded or abandoned. All items will be relocated and reused in court areas in the AAMC, some in similar operational areas and others where needed. For example, all current Probation department furnishings will be reused in the Probation department in the AAMC, but the small desks located at the current Public Service Counter will be reassigned to bailiffs and the Court Administrator.

A few items on the inventory (refrigerators, the floor lamps, a couple of equipment stands) are personal donations by court staff and were not acquired using public funds.

County Surplus Furnishings

The County advises that the courtrooms located in the County Courthouse will not be renovated after the 15th District Court vacates, and consequently there will be no surplus jury box chairs available to the Court.

The County advises that 6 desk units currently being used by the Court will be available to the Court as surplus at no charge, contingent upon disassembly and relocation at the Court's cost. These desk units each consist of a desk, return and an attached or free-standing credenza. These desk units were probably issued from the County's surplus inventory when the Court relocated to the County Courthouse in 1993 and they have been well-used since then. At least one desk has inoperable drawers, another has a missing drawer and all have the minor dents, nicks, delaminations and scratches that result from years of use.

As assembled these desk units are too large to fit into AAMC offices, which are typically smaller than offices assigned to the Court in the County Courthouse.

However, despite damage and wear, these surplus desk units can be cannibalized and the various parts can be mixed, matched and reassembled to provide downsized but functional desk units that will fit in Court offices in the AAMC in lieu of new, refurbished or purchased used goods.

The caveat is that although the desk units are free, there will be some cost associated with disassembly, relocation, reconfiguration and reassembly. It may also be necessary to purchase some desk parts (e.g., desk legs, desk end panels, connector plates) to make those desks fully functional when reconfigured.

Proposed Furnishings, Refurbished

As of this date the Court has been able to locate the following goods from a refurbished goods vendor.

Lecterns – 3; to be placed in each of three judges' courtrooms to provide a mobile standing workspace in the well of each courtroom for the bailiff. The "new" estimate for these items was \$1,191 each; the refurbished cost is \$399 each.

Counter stools – 3; to be placed at the elevated Case Management Public Service Counter. The "new" estimate was \$345 each; the refurbished cost is \$167 each.

42" diameter conference tables – 11; one each to be placed in eight small conference rooms in each courtroom entryway for counsel/client conferencing; two to be placed in the Staff Room and one to be placed in the small public/customer office at the Case Management lobby. The "new" estimate was \$300 each; the refurbished cost is \$228 each.

Workstations – 12; to be installed in the Case Management work area; these workstations are configured with low solid walls topped

with transparent panels to permit visibility to the Public Service Counter by all Case Management staff, to facilitate staff-to-staff and supervisor-to-staff visibility and awareness and to permit as much natural light as possible to penetrate the entire large work area to supplement the lower LEEDS-compatible overhead lighting and yet still reduce noise spillover. The original “new” estimate for these workstations was \$36,000 total or \$3,000 per workstation, a modest cost for new goods of this type. By using refurbished goods, the total cost has been reduced to \$27,000, or \$2,250 per workstation.

Folding, castered worktables – 12; these tables are to be installed in the Jury Assembly Room/City Training Room, a room designed to accommodate 50 – 100 persons. The room was designed to be self-contained with restrooms, storage rooms and a small food service area, and is also designed to be sequestered from the rest of Court operations on the 4th floor. Consequently this room will also be available to any City department for large conferencing or training events without interrupting Court operations. The tables are on casters and the tops fold to permit easy relocation as needed or for storage when not needed. The estimated “new” cost for tables with fixed tops and without casters is \$435 per table; the refurbished cost is \$475 per table with casters and folding tops.

The cost for “new” goods including delivery and installation was approximately \$55,300; the total cost for refurbished goods including delivery and installation is \$37,373.

Proposed Furnishings, New

The Court proposes to acquire the following new furnishings for which the Court has no equivalent in existing inventory, or for which a used or refurbished equivalent cannot be located, or for which the intended purpose is best served by new furnishings.

2-drawer lateral file cabinet – 1; to be placed in the Case Management work area to hold miscellaneous files. This cabinet will supplement cabinets from the Court’s existing inventory and is sized to fit in a specific location near the Public Service Counter.

6-drawer lateral file cabinet with custom drawers – 1; to be placed in the Case Management work area; the drawers are sized to hold citations and will supplement like cabinets from the Court’s existing inventory.

Storage cabinet with worksurface top – 2; to be placed in the Case Management work area to hold office supplies and equipment; the worksurface top will provide a location for a printer, copier or fax.

Chair cart – 2; to be placed adjacent to the Jury Assembly/City Training Room to store, move and distribute guest chairs as needed to the Jury Assembly/City Training Room and throughout the Court.

Guest chairs, stackable, with and without arms – 90; for use in the Jury Assembly/City Training Room and other Court locations as needed.

Task chairs with arms and casters – 41; 21 to be used as juror chairs in each jury box in each of three judges' courtrooms in lieu of purpose-designed, fixed-base juror chairs @ \$800 - \$1,200 each; 20 to be used in four courtrooms at the court recorder workstations, the witness boxes and at counsel tables, and in two jury deliberation rooms for jurors.

Desk unit – 2; consisting of a desk and a left- or right-hand return; to be installed in 2 of 3 judges' chambers for the judges' secretaries. Note that the Court has 1 desk unit in the Court's existing inventory for one judge's secretary.

Heavy-duty static file shelving with dividers – 300 linear feet; to be placed in the Case Management area immediately adjacent to workstations and the Public Service Counter to hold current case files in frequent circulation.

The total cost for proposed new furnishings is approximately \$34,000.

Existing F E Inventory
15th District Court

Item	Quantity
Bin, overhead, Haworth	3
Board, dry erase, fixed	9
Board, dry erase, fixed, sign-out	1
Board, dry erase, mobile	1
Bookcase	12
Cabinet, file, citation	4
Cabinet, file, lateral, 2 drw	1
Cabinet, file, lateral, 3 drw	16
Cabinet, file, lateral, 4 drw	3
Cabinet, file, lateral, 5 drw	7
Cabinet, file, pedestal, 2 drw	17
Cabinet, file, standard, 2 drw	5
Cabinet, file, standard, 4 drw	3
Cabinet, restroom	2
Cabinet, supply	17
Cabinet, supply, w/hutch	1
Cabinet, wardrobe	1
Carrel	2
Chair, desk & task	50
Chair, guest	30
Chair, lobby	11
Coatrack	10
Copier	1
Credenza	4
Credenza w/hutch	3
Desk	15
Desk, return, left	9
Desk, return, right	9
Hutch	9
Lamp, floor	2
Ottoman	1
Rack, forms	2
Refrigerator, full size	2
Refrigerator, office	2
Safe, large	1
Safe, small	1
Shelf, storage	1
Shredder	2
Sofa	3
Stand, equipment	9
Stand, water bottle	2
Stand, water bottle	1
Stool	1
Table, conference	2
Table, guest	8
Table, work	15
Wall panels	25
Workstation	3
Worksurface	5
Total	342

12 11 10

Proposed F E Inventory
(Refurbished)
15th District Court

Item	Quantity	Current Estimated Total	Estimated Item Cost	Location
Lectern, mobile	3	\$1,197.00	\$399.00	Courtrooms
Stool, counter	3	\$500.00	\$166.67	Case Management Public Service Counter
Tables, conference, 42" dia.	11	\$2,500.00	\$227.27	Litigant Conf. Rooms, Staff Room
Workstations	12	\$27,000.00	\$2,250.00	Case Management
Worktables, folding, w/casters	12	\$5,700.00	\$475.00	Jury Assembly/City Training
Delivery, assembly & installation		\$676.00	\$676.00	
Total	41	\$37,573.00		

12 11 10

Proposed F E Inventory
(New)
15th District Court

Item	Quantity	Estimated Total	Estimated Item Cost	Location
Cabinet, lateral, 2 drw	1	\$287.00	\$287.00	Case Management
Cabinet, lateral, 6 drw, 6"H - citations	1	\$606.00	\$606.00	Case Management
Cabinet, storage, w/lock & worksurface top	2	\$704.00	\$352.00	Case Management
Cabinet, storage, w/lock & worksurface top	2	\$656.00	\$328.00	Jury deliberation rooms
Cart, chair	2	\$164.00	\$82.00	Jury Assembly/City Training
Chair, guest, 4-legs, armless, stacker, poly shell	57	\$5,529.00	\$97.00	Jury Assembly/City Training, offices, conference rooms
Chair, guest, 4-legs, arms, stacker, poly shell	33	\$3,399.00	\$103.00	Jury Assembly/City Training, offices, conference rooms
Chair, task, arms, casters	41	\$10,660.00	\$260.00	Jury box, jury deliberation rooms, witness, court recorder, counsel, bailiff
Desk unit	2	\$2,504.00	\$1,252.00	Judges' outer chamber
Shelving, static, files, 22g gauge, 300 ft. w/dividers, delivered, installed	1	\$4,724.00	\$4,724.00	Case Management
Delivery, assembly & installation		\$4,714.00	\$4,714.00	
Total	142	\$33,947.00		

12 11 10