



Legislation Text

File #: 08-0102, **Version:** 1

Resolution to Approve Purchase of Office Furniture for the New Community Television Network Offices (\$34,822.52)

Attached for your review and action is a resolution to approve a purchase order for office furniture for the new Community Television Network offices in the amount of \$34,822.52 from AIREA, Inc., Farmington Hills, Michigan. Funding for this purchase is included in the Production Equipment Fund in the approved FY 2008 budget.

Community Television Network (CTN) requires the furniture as part of the planned move of CTN to its new facilities located at 2805 S. Industrial, Suite 200, Ann Arbor, Michigan.

Bid documents were distributed to contractors and four vendors submitted bids for this purchase. AIREA is the lowest responsible bidder. The bid tabulation is attached.

In order to facilitate and coordinate a delivery date to meet the move-in schedule for CTN's New Offices, AIREA, the dealer, has requested and our procurement office has approved, that the purchase order be issued and payment remitted directly to the manufacturer, MaiSpace, Mount Olive, NJ.

AIREA and MaiSpace, have received Human Rights approval on January 31, 2008 and complies with the provisions of the City's living wage ordinance.

Prepared by: Ralph Salmeron, CTN Manager

Reviewed by: Lisa Wondrash, Communications Unit Manager

Approved by: Roger Fraser, City Administrator

Whereas, Community Television Network staff recommends the purchase of office furniture for the new Community Television Network Offices;

Whereas, The Office Furniture is a necessary part of CTN's facilities relocation to 2805 S. Industrial, Ann Arbor, MI;

Whereas, The purchase will allow for a professional looking, more efficient, working environment for staff and clients at the new CTN facilities;

Whereas, AIREA, was the lowest responsible bidder for a total of \$34,822.52; and

Whereas, To meet the required delivery date the purchase order is being issued and payment remitted directly to MaiSpace, the manufacturer, per AIREA, the dealer's request; and

Whereas, AIREA, the dealer, and MaiSpace, the manufacturer received Human Rights approval on January 31, 2008 and complies with the provisions of the City's Living Wage Ordinance;

RESOLVED, That City Council approve the issuance of a purchase order to MaiSpace for the office

furniture for the new Community Television Network offices for the amount of \$34,822.52 from the Production Equipment Fund (0016-094-9700-1602-5130) in the FY 2008 approved budget.