



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2020-0438

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Ordinance/Facilities
DATE: November 16, 2020
SUBJECT: Office Furniture Replacement

REQUEST:

City Council is requested to authorize the purchase and installation of replacement office furniture at the City's Fire Station #1 in the amount of \$80,070.76 to NBS Commercial Interiors of Troy, Michigan.

REASON FOR PURCHASE:

The Fire Department has identified the need to replace the existing office furniture in the Administrative and Community Risk Reduction areas of the building. New furniture has been selected for two shared offices, six individual offices, three Administrative work stations, and both open office spaces. The need for new furniture has been identified in these specific areas of the building to replace office furniture that is 32 years old. The existing furniture has been repurposed and repaired many times and is at the end of its service life.

The City in 2003 went through a process to standardize the office furniture for the new City Hall. It was determined Steelcase furniture was the best value based on the quality, selection, and customer service provided. Since that time, any major office furniture renovations have adhered to the standardization. Additionally, Facilities staff has received extensive training in minor repair and configuration of the Steelcase office furniture. NBS Commercial Interiors is the single source provided for Steelcase in Michigan. Facilities and Fire staff worked with NBS Commercial Interiors to develop a plan for the office configuration that would be the most cost effective and still meet the needs of the staff at Fire Station #1.

PROCESS:

Vendor Name and Address:

NBS Commercial Interiors
2595 Bellingham
Troy, MI 48083

Reason for Selection:

Single Source

Method of Purchase:

Purchase Order

BUDGET:

Funding is included in the FY 2020 Adopted Budget.

If approved by City Council, a 4th Quarter Budget Adjustment shall be presented to adjust funding from within another area of the Facilities Repairs & Maintenance account (631.929000) without requesting additional funding from Fund Balance.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631.929000	Repairs & Maintenance	\$75,000.00	\$80,070.76	(\$5,070.76)

RECOMMENDATION:

It is recommended that City Council authorize the purchase and installation of replacement office furniture at the City's Fire Station #1 in the amount of \$80,070.76 to NBS Commercial Interiors of Troy, Michigan.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A