



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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

Legislative File No: 2021-0436

TO: Mayor and City Council Members

FROM: Todd Gary, Acting Fire Chief
Larry Gambotto, Captain/Training, Health and Safety

DATE: October 25, 2021

SUBJECT: Furniture Replacement – Fire Station No. 1

REQUEST:

City Council is requested to authorize the purchase and installation of replacement furniture at the City's Fire Station No. 1 in the amount of \$38,726.39 to NBS Commercial Interiors of Troy, Michigan.

REASON FOR PURCHASE:

The Fire Department has identified the need to replace the existing tables and chairs in both Training Rooms, purchase new furniture for the new reception area in the Community Risk Reduction Division, as well as miscellaneous loose chairs throughout the building. The existing tables and chairs in both Training Rooms have reached their end of service life as many tables are delaminating and the chairs are damaged. A new part-time Administrative Associate position was approved beginning in budget year 2022 and there is not a current workspace. Loose chairs were not replaced in the previous furniture purchase as they were not in the original scope of the project. Fire staff worked with NBS Commercial Interiors to develop a plan for the Training Rooms and Community Risk Reduction area that would be the most cost effective and meet all of the needs of staff and Fire Station No. 1.

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 or purchases have adhered to the standardization to stay consistent throughout the City. Additionally, Facilities staff has received extensive training in minor repair and configuration of the Steelcase office furniture. NBS Commercial Interiors is the single source provider for Steelcase in Michigan.

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 2021 Adopted Budget.

The recent blanket purchase order of Protective Ensemble for Structural Firefighting came under budget by \$185,000 and a portion of the remaining budget funds will support this purchase.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Fire Capital Fund	402.748000	Operating Equipment	\$185,000	\$38,726.39	\$146,273.61

RECOMMENDATION:

It is recommended that City Council authorize the purchase and installation of replacement office furniture at the City's Fire Station No. 1 in the amount of \$38,726.39 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