

CITY of NOVI CITY COUNCIL



Agenda Item F
October 22, 2012

SUBJECT: Approval to purchase new office furniture for guest support locations within the Civic Center from ISCG Inc., in the amount of \$49,630.35 based on the State of Michigan MiDeal cooperative purchasing program.

SUBMITTING DEPARTMENT: Information Technology – Facility Operations Division *AW*

CITY MANAGER APPROVAL: *[Signature]*

EXPENDITURE REQUIRED	\$ 49,630.35
AMOUNT BUDGETED	\$50,000 (Included in first quarter budget amendment)
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	101-265.00-976.000

BACKGROUND INFORMATION:

We recently completed the relocation of both the Novi Youth Assistance (NYA) and Older Adult Services (OAS) operations to enhance the coordination and visibility of Older Adults while retaining NYA in the Civic Center for their continued integration with City services. These moves, along with the displacement of the Human Resources/Payroll Department, have presented us with an opportunity to evaluate how we could operationally improve our guest services and realize effectiveness by cross-training City staff. We engaged targeted staff in an exercise to provide feedback as to which departments, and in particular, which individuals, they interact with most often to perform their job functions. This adjacency data along with the services of a professional space resource planner, and the affected department directors lead to a recommendation that we reconfigure two areas within the Civic Center. The first recommendation involves co-locating the majority of the Finance Department within the existing Treasury suite. Our guests will benefit from the additional cross trained staff and the "One Stop Shop" environment that result from this move. The changes also reflect and react to having fewer staff positions over time. Additionally, the southeast corner of the second floor will be modified to create a collaborative work environment for Community Relations, Economic Development, Human Resource/Payroll, and remaining Finance Department staff. By co-locating these departments, in a collaborative work environment, they will be able to leverage (the reduced net number) staff to meet their respective workloads. The proposed furniture and design will provide staff with an efficient and open work environment much like the private sector has been migrating towards. The furniture proposed is manufactured by Haworth from their Unigroup Too line and installation has been broken down into three separate phases to provide minimal impact to normal business operations. The pricing is based on the State of Michigan (MiDeal) cooperative purchasing contract.

RECOMMENDED ACTION: Approval to purchase new office furniture for guest support locations within the Civic Center from ISCG Inc., in the amount of \$49,630.35 based on the State of Michigan MiDeal cooperative purchasing program.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Wrobel				

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY MANAGEMENT AND BUDGET
 PROCUREMENT
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

February 16, 2012

CHANGE NOTICE NO. 5
TO
CONTRACT NO. 071B8200189
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Haworth, Inc. One Haworth Center Holland, MI 49423 Email: phil.todd@haworth.com Hodgesr2@michigan.gov	TELEPHONE Rhonda Hodges (517) 719-6172
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 241-2619 Seleana Samuel
Contract Compliance Inspector: James Clark New Open Space Office Furniture, Lateral Files, Design and Installation Services Statewide Contract	
CONTRACT PERIOD: 5 Years From: June 1, 2008 Through: June 1, 2013	
TERMS 1% 15 days, Net 30 days	SHIPMENT 45 Days, 7 Days & 24 Hour ARO
F.O.B. Delivered	SHIPPED FROM Holland, MI
MINIMUM DELIVERY REQUIREMENTS There are NO minimum order requirements.	

THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT

NATURE OF CHANGE(S):

Effective immediately, the buyer for this contract is hereby **CHANGED** to Seleana Samuel. All specifications, terms and conditions remain unchanged.

AUTHORITY/REASON:

Per DTMB Procurement.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$19,200,000.00



**APPENDIX C
PRICING SHEETS**

**NEW OPEN SPACE OFFICE FURNITURE
SINGLE AWARD DISCOUNT**

This table indicates the percentage off list price for each product line offered for each specified delivery option based on a single (1) one Contract award. Agencies shall reference the column with the delivery discount less the administrative fee when calculating product costs.

PRODUCT LINE	STANDARD DELIVERY DISCOUNT	STANDARD DELIVERY DISCOUNT (Less Admin Fee)	EXPRESS DELIVERY DISCOUNT	EXPRESS DELIVERY DISCOUNT (Less Admin Fee)	RAPID RESPONSE DISCOUNT	RAPID RESPONSE DISCOUNT (Less Admin Fee)
Unigroup* Unigroup II*	81.5%	80.5%	76.5%	75.5%	71.5%	70.5%
Places*	81.5%	80.5%	76.5%	75.5%	71.5%	70.5%
Adaptable Components	81.5%	80.5%	76.5%	75.5%	71.5%	70.5%
Premise	75.0%	74.0%	70.0%	69.0%	65.0%	64.0%
Places Wood	52.0%	51.0%	45.0%	44.0%	42.0%	41.0%
Compose	75.0%	74.0%	70.0%	69.0%	65.0%	64.0%
Vancouver	59.0%	58.0%	54.0%	53.0%	49.0%	48.0%
950 Series*	72.0%	71.0%	67.0%	66.0%	62.0%	61.0%
X Series	68.0%	67.0%	63.0%	62.0%	58.0%	57.0%
V Series	67.0%	66.0%	62.0%	61.0%	57.0%	56.0%

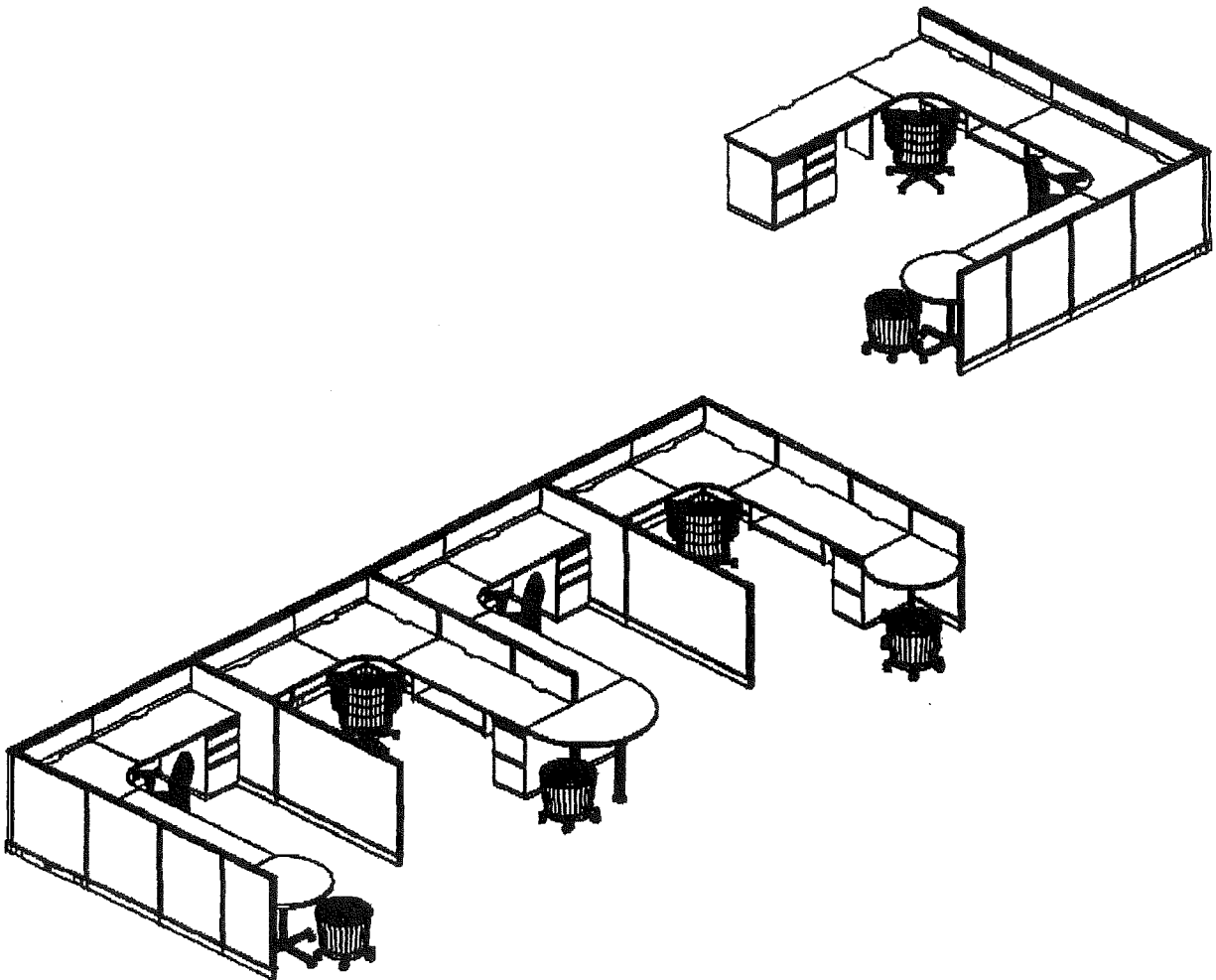
June 2005

*These product lines are specified as the State Standard.



Area E,F - \$12,428.85

NEIGHBORHOOD AND BUSINESS RELATIONS



Product Total - \$11,047.87

Labor - \$1,380.98



612 NORTH MAIN STREET
ROYAL OAK, MI 48067
P (248) 398.1600
www.iscginco.com

client name:
CITY OF NOVI
1st Floor

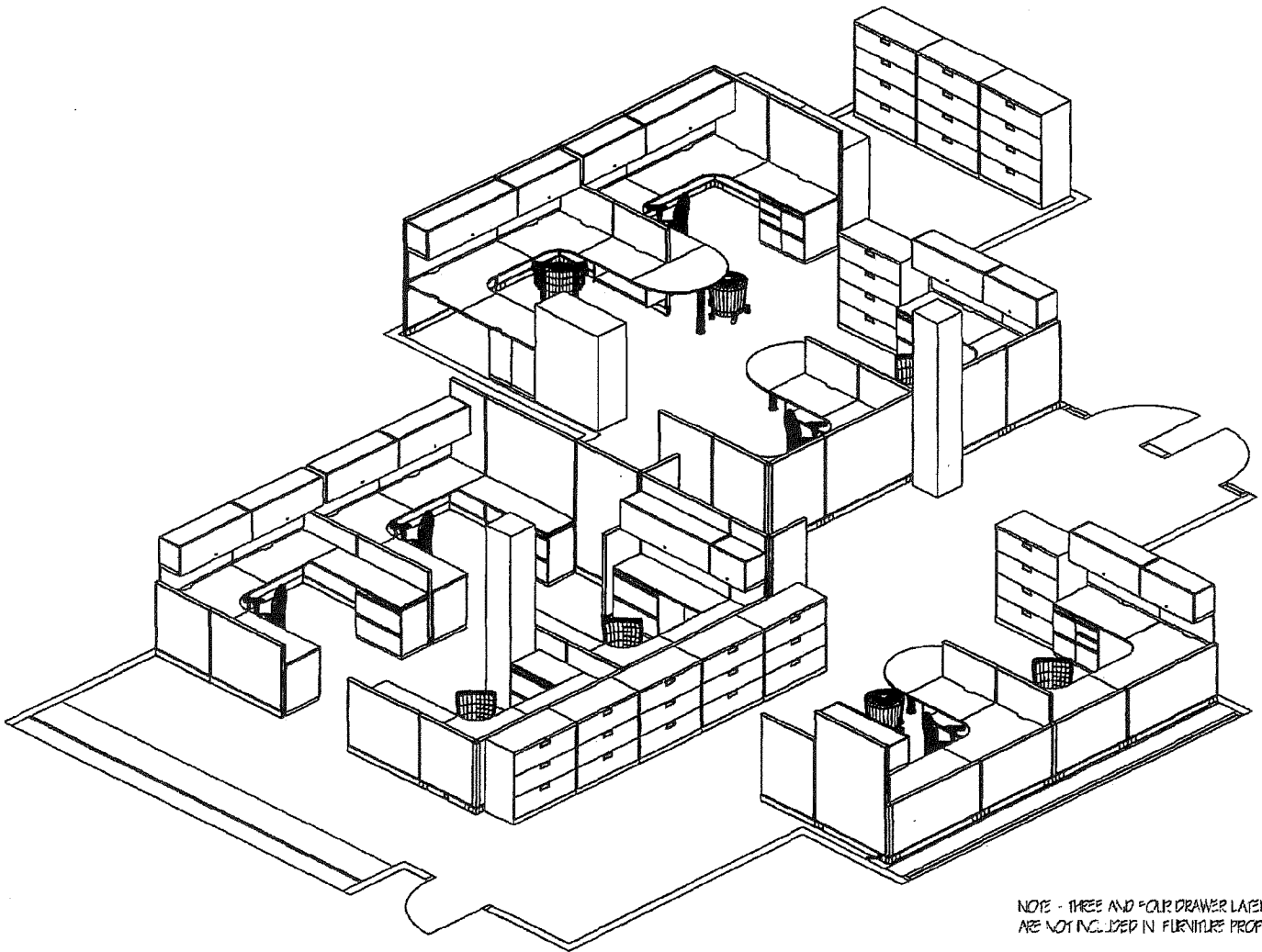
45175 W. Ten Mile Road
Novi, MI

scale:
1/4" = 1'-0"
sales:
Brandon Helderop
designer:
M. Dagenais
drawn by:
M. Dagenais
file name:
12229_100112
date:
08.28.12
revisions:
09.14.12
09.28.12
10.01.12

drawing title:
**Proposed
Furniture Layout -
Perspective View A**

project
number:
12229

sheet
number:
F - 1



NOTE - THREE AND FOUR DRAWER LATERAL FILES
ARE NOT INCLUDED IN FURNITURE PROPOSAL.

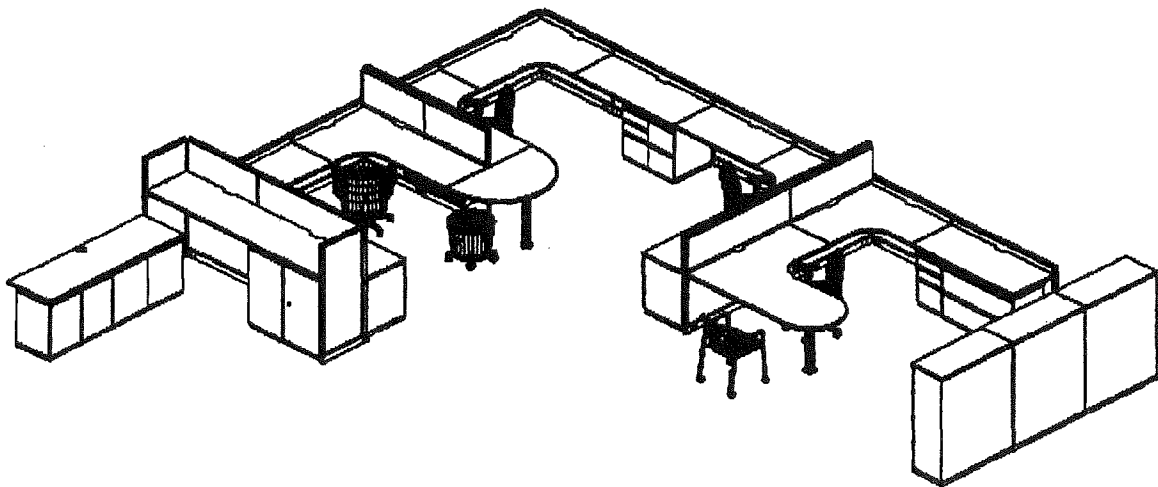
PERSPECTIVE VIEW A

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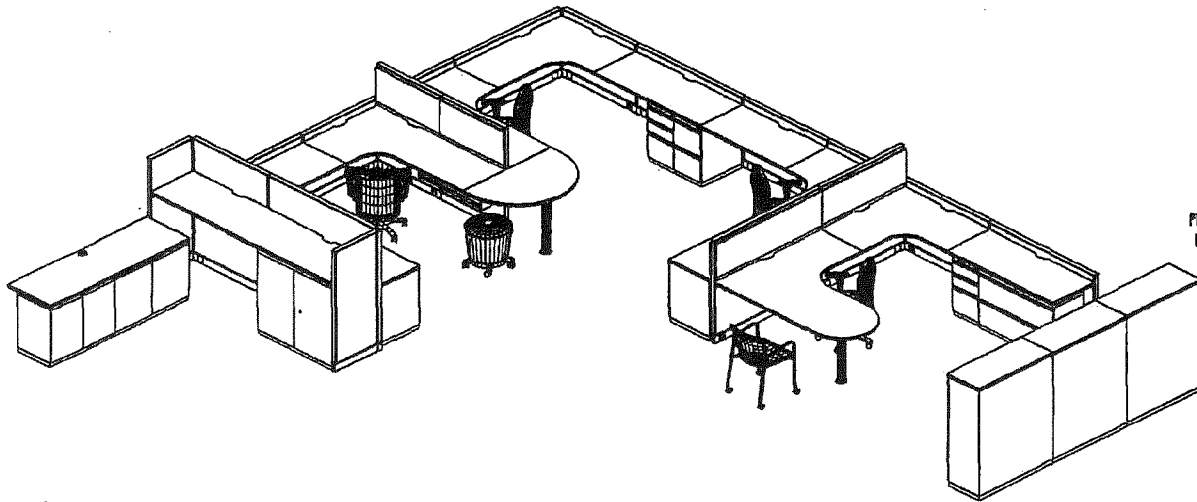
Area D - \$11,359.35

HR/PURCHASING

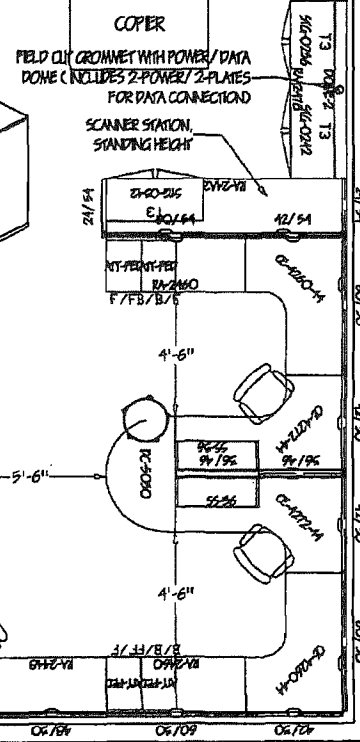
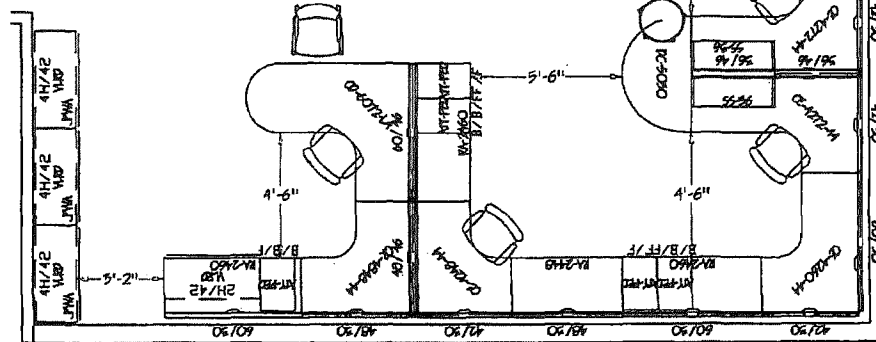


Product Total - \$10,097.21

Labor - \$1,262.14



PERSPECTIVE VIEW - NOT TO SCALE



612 NORTH MAIN STREET
ROYAL OAK, MI 48067
P (248) 399.1600
www.iscgin.com

client name:
CITY OF NOVI
2nd Floor

45175 W. Ten Mile Road
Novi, MI

scale:
1/4" = 1'-0" U.N.O.

sales:
Brandon Helderop

designer:
M. Dagenais

drawn by:
M. Dagenais

file name:
12179_092812

date:
08.27.12

revisions:
08.14.12
09.28.12

drawing title:
Proposed
Furniture
Layout - Area D

project
number:
12179

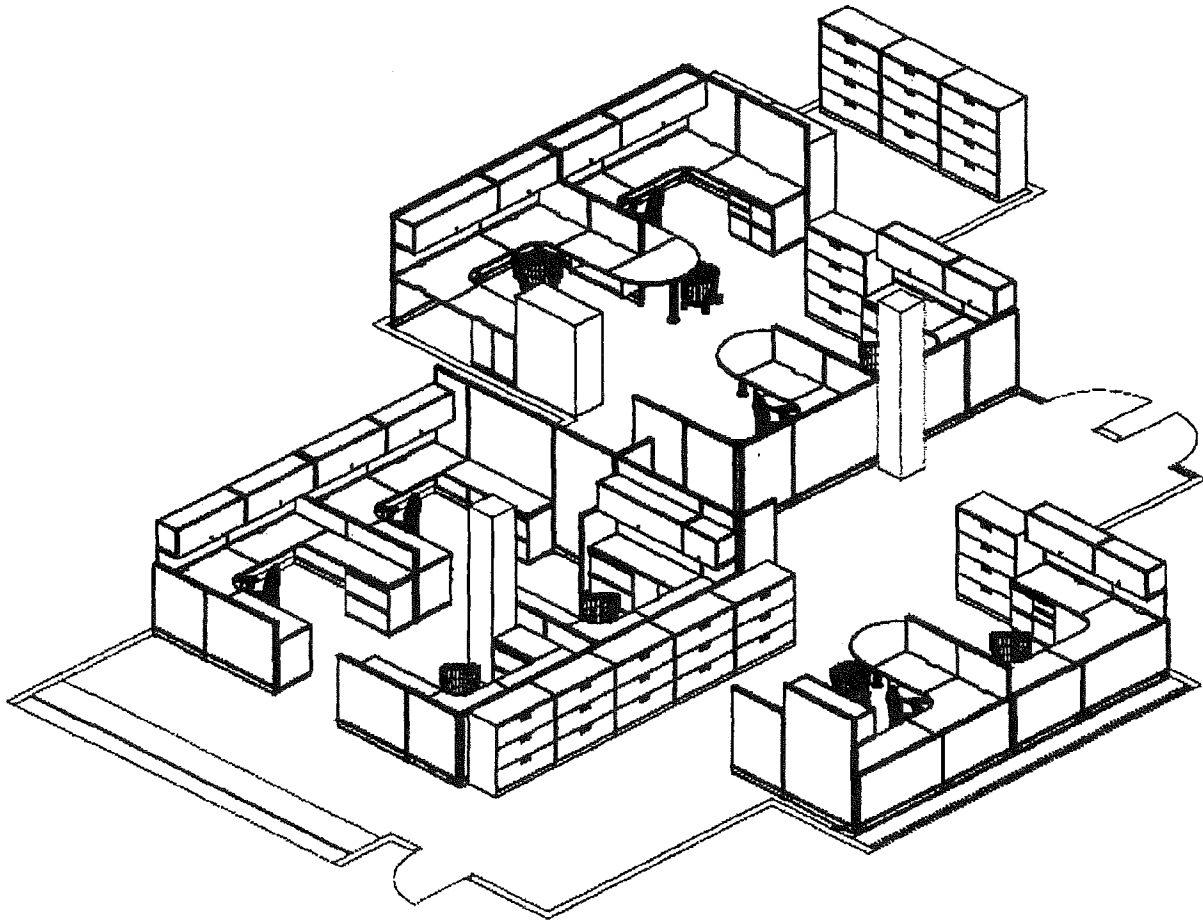
sheet
number:
F - 1

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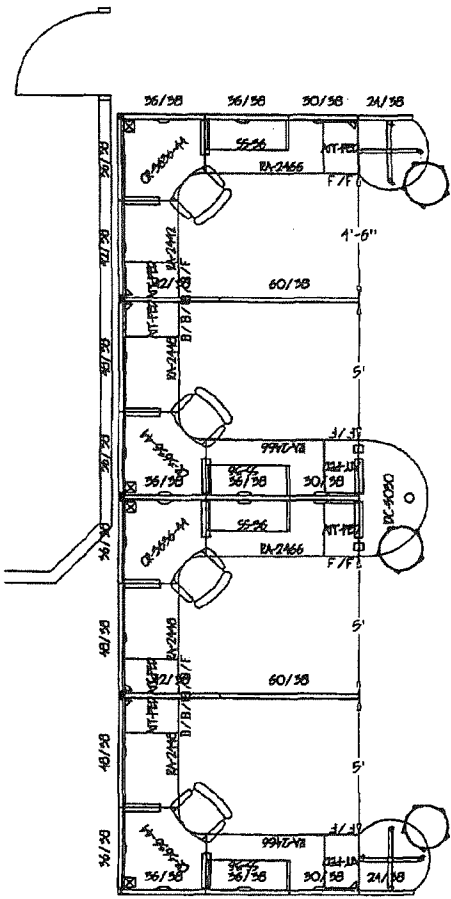
1st Floor - \$25,842.15

TREASURERS / FINANCIAL SERVICES

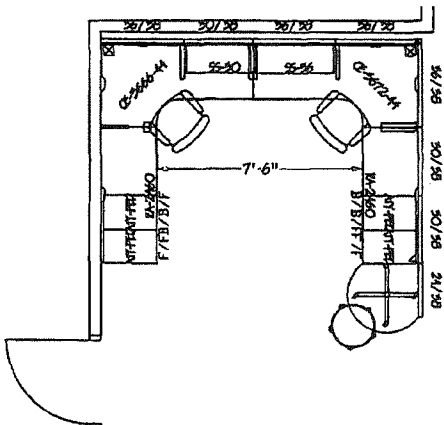


Product Total - \$20,673.72

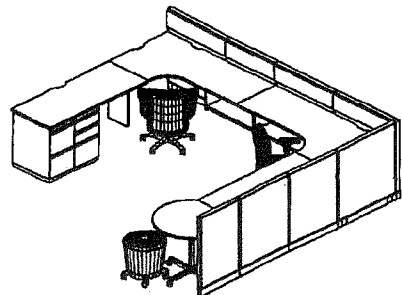
Labor - \$5,168.43



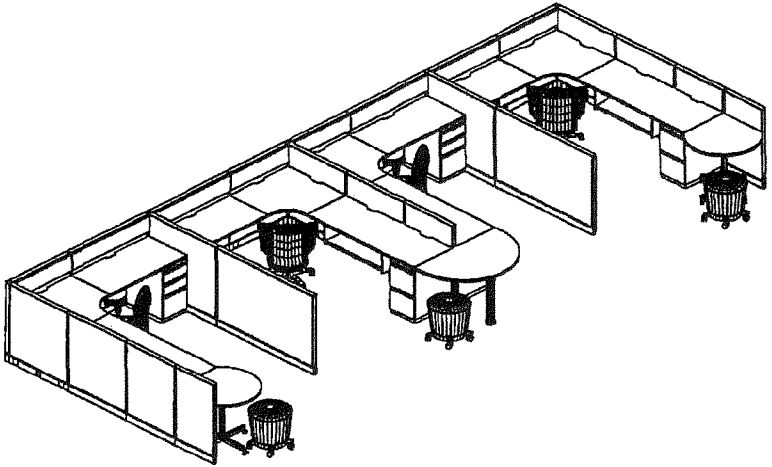
AREA E - PLAN VIEW



AREA F - PLAN VIEW



AREA F - PERSPECTIVE VIEW



AREA E - PERSPECTIVE VIEW



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 12179_092812
 date:
 08.27.12
 revisions:
 09.14.12
 09.28.12

drawing title:
 Proposed
 Furniture Layout
 Areas E & F

project
 number:
 12179

sheet
 number:
 F - 1

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ou and son ne
oprietary system

You can do great things with a system this intuitive.

Durable

- 1 UniGroup Tool's monocoque construction integrates a rugged steel frame with a honeycomb core and a perforated steel skin. The unique universal hinge accommodates any panel angle and up to one million beads.

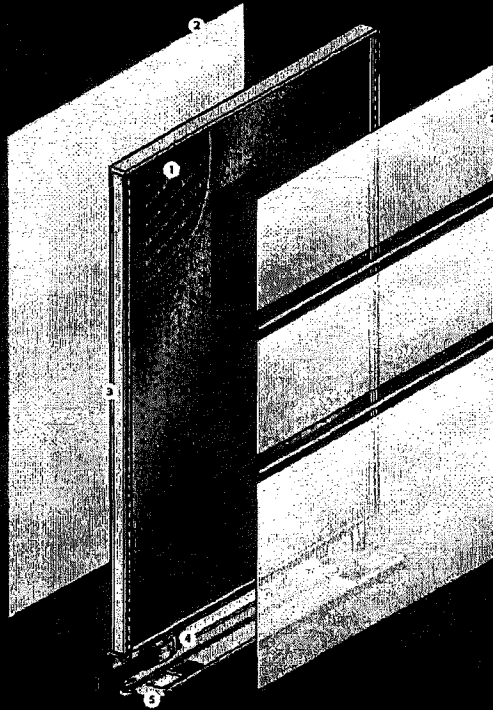
Simple

- 2 Monolithic or segmented—you can mix and match and choose fabric, glass, or markerboard. Rigid panel inserts slide in and deliver a slimmer look than stretched fabric.
- 3 Pre-finished trim rails eliminate the need for finish posts. Rails slide to offer easy access for panel removal—even at the center of a run.
- 4 Power Base, the industry's most intelligent power delivery system, handles up to six circuits, 120 amps of power, and works with every building's wiring configuration.
- 5 Built-in outlet covers slide to reveal powered panel outlets; they slide back if you need to configure for a non-powered panel.

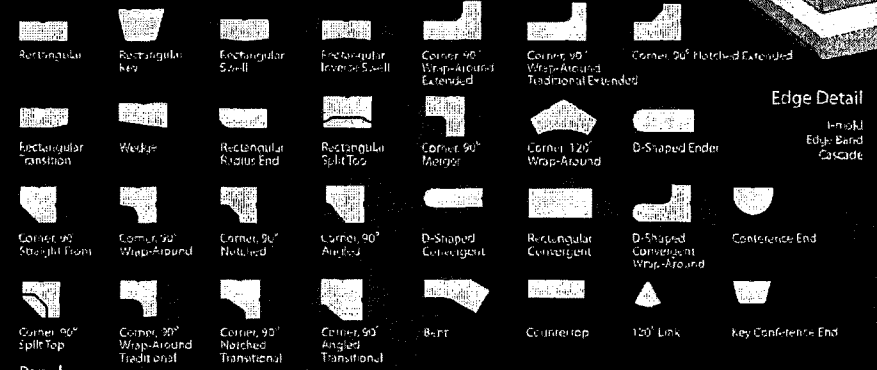
Sustainable

UniGroup Tool is GREENGUARD® certified.

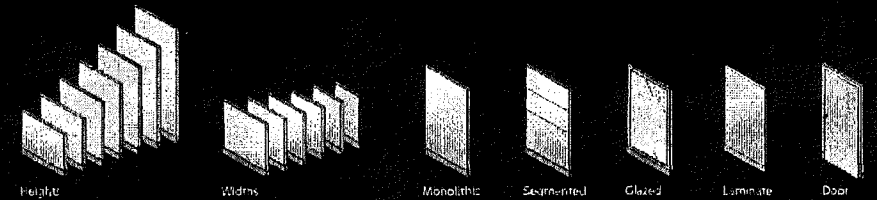
UniGroup Tool's standard panels have an average recycled content of 33% with 20% post-consumer content. Panels can be ordered with 100% recycled polyester fabrics.



Worksurfaces



Panels



Inserts



Add-ons

Shelf



Overheads (Standard or Upside-Down)

X Series Storage



V Series Storage

Jump Stuff Accessories

