



# CITY of NOVI CITY COUNCIL

**Agenda Item O**  
**January 8, 2018**

**SUBJECT:** Approval to purchase new office furniture for various locations within the Civic Center from ISCG Inc., in the amount of \$42,000 based on State of Michigan MiDeal cooperative Purchasing program; and approval of a resolution to amend the budget to add \$42,000 to this line item.

**SUBMITTING DEPARTMENT:** Integrated Solutions- Facilities Management Division

**CITY MANAGER APPROVAL:** PA

<b>EXPENDITURE REQUIRED</b>	<b>\$ 42,000</b>
<b>AMOUNT BUDGETED</b>	<b>\$</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$ 42,000</b>
<b>LINE ITEM NUMBER</b>	<b>101-265.00-740.200</b>

## **BACKGROUND INFORMATION:**

City staff continually strive to operate in the most efficient manner. This reorganization is designed to improve our delivery of services to citizens and staff. With the services of a professional space resource planner, an architect, and the affected department directors, the team put together a recommended space layout.

The Assessing department will relocate to the first floor. By collocating the Assessing Department within the existing Treasury suite, we are able to leverage the synergies of both to provide a one-stop solution.

The Human Resources department will relocate to the second floor. This department, currently located in the Treasury suite, requires a more private location to conduct their day-to-day operations. The existing City Managers area provides the perfect location for the Human Resources department to conduct confidential conversations. Additionally, the area will be modified to provide a pre-employment testing area that is easily monitored.

The City Managers Team will relocate to the northeast corner of the second floor. The City Managers Team interacts with all city departments. It is important that they have a presence within City Hall that is both centralized and visual to all.

The Finance department will relocate to the suite previously held by the Assessing department. This area is larger than their previous location. The design provides an opportunity for the Finance staff to be located in a team centric layout. The department will also have their own customer service counter.

The project scope includes uninstalling existing office furniture, purchase of new office furniture, and the installation of the new office furniture. A portion of the existing office

furniture is being reused and will be installed by the vendor. The proposed project kickoff is March 1<sup>st</sup>, 2018.

The selected furniture is manufactured by Haworth, a Michigan company. It provides durability with functionality and will provide a clean modern look allowing a state of the art environment for our Citizens and staff. The Haworth line is a match to recent suite modernizations that have taken place within City Hall. The pricing is based on the State of Michigan (MiDeal) cooperative purchasing contract.

**RECOMMENDED ACTION:**

Approval to purchase new office furniture for various locations within the Civic Center from ISCG Inc., in the amount of \$42,000 based on State of Michigan MiDeal cooperative Purchasing program; and approval of a resolution to amend the budget to add \$42,000 to this line item.



**STATE OF MICHIGAN  
ENTERPRISE PROCUREMENT**

Department of Technology, Management, and Budget

525 W. Allegan, Lansing MI 48913  
P.O. Box 30026, Lansing, MI 48909

**NOTICE OF CONTRACT**

CONTRACT NO. **071B7700023**

between

**THE STATE OF MICHIGAN**

and

<b>CONTRACTOR</b>	Haworth Inc.
	One Haworth Center
	Holland, MI 49423
	Phyllis Rietberg
	517-7196172
	phyllis.rietberg@haworth.com
	3093

<b>STATE</b>	<b>Program Manager</b>	Curt Myers	DTMB
		517-284-7938	
		myersc@michigan.gov	
	<b>Contract Administrator</b>	Jared Ambrosier	DTMB
		517-284-7938	
		ambrosierj@michigan.gov	

<b>CONTRACT SUMMARY</b>			
<b>DESCRIPTION:</b> Modular Office Systems Furniture, Including Programming, Design, Installation, Refurbishment Services			
<b>INITIAL EFFECTIVE DATE</b>	<b>INITIAL EXPIRATION DATE</b>	<b>INITIAL AVAILABLE OPTIONS</b>	<b>EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW</b>
October 1, 2016	September 30, 2019	2, one year	September 30, 2019
<b>PAYMENT TERMS</b>		<b>DELIVERY TIMEFRAME</b>	
Net 45		N/A	
<b>ALTERNATE PAYMENT OPTIONS</b>			<b>EXTENDED PURCHASING</b>
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>MINIMUM DELIVERY REQUIREMENTS</b>			
N/A			
<b>MISCELLANEOUS INFORMATION</b>			
N/a			
<b>ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION</b>			<b>\$21,000,000.00</b>



City of Novi 2018-  
Furniture Renovations



# Project Scope and Pricing Summary



Please Note:

Pricing is based on the Haworth MI Deal Contract

Finance:

Scope:

Reconfiguration of existing furniture, Supplemented with new Furniture

Materials and Labor : \$10,500.00

Human Resources:

Scope:

Reconfiguration of existing furniture, Supplemented with new Furniture

Materials and Labor :\$ 4,500.00

Assessing:

Scope:

Reconfiguration of existing furniture, Supplemented with new Furniture

Materials and Labor: \$2,000.00

Executive Area:

Scope:

Reconfiguration of existing furniture, Supplemented with new Furniture  
New Demountable Glass walls

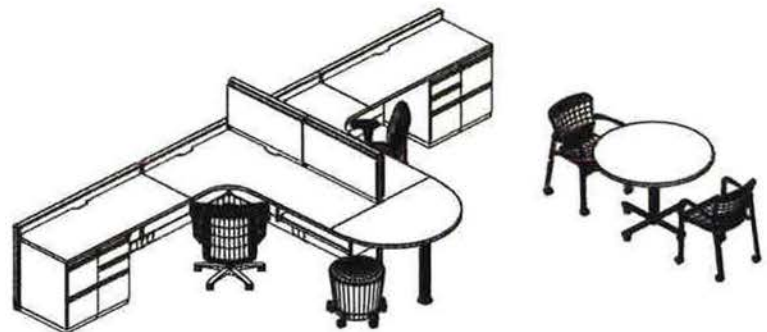
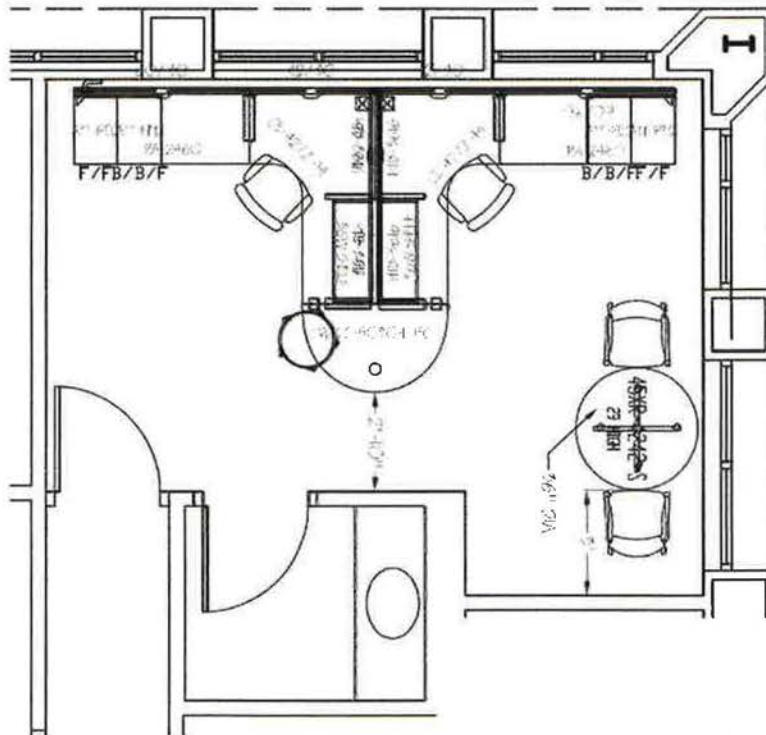
Materials and Labor : \$25,000.00



# Human Resources



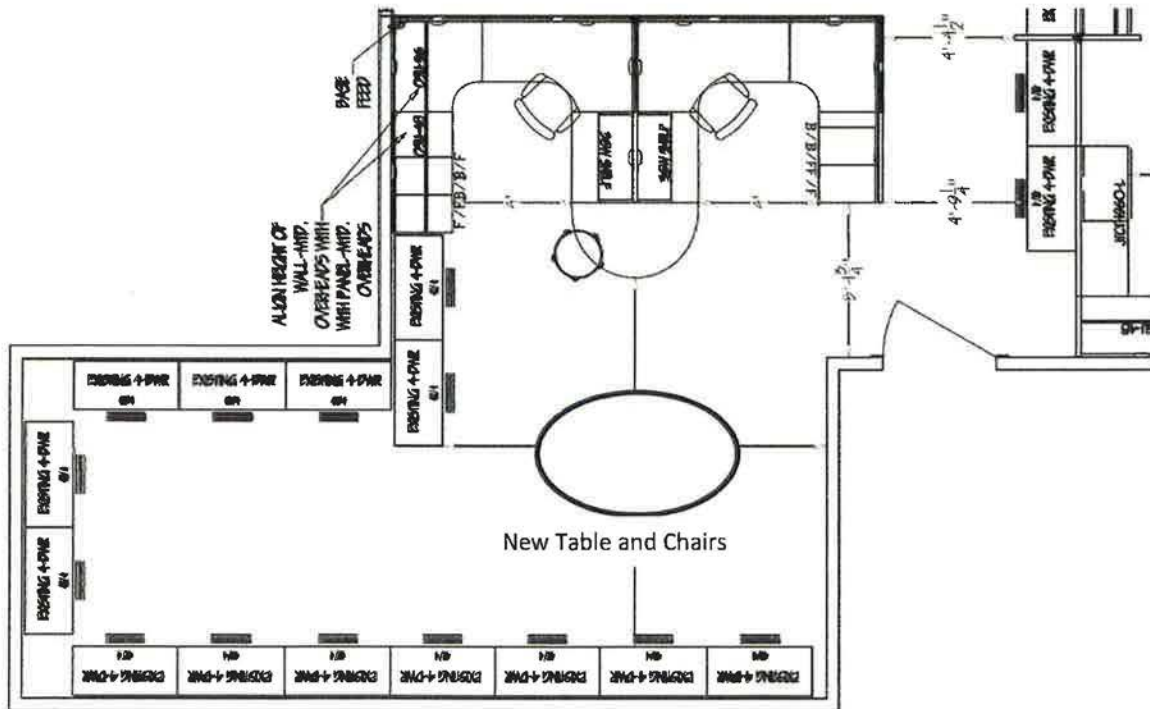
Scope:  
Reconfiguration of existing furniture,  
Supplemented with new furniture



# Assessing



Scope:  
Reconfiguration of existing furniture,  
Supplemented with new furniture





# Executive Area



Scope:  
Reconfiguration of existing furniture,  
Supplemented with new furniture

