



## Takoma Park City Council Meeting – October 4, 2017 Agenda Item 4

### **Voting Session**

Single Reading Ordinance Approving Contract for Purchase of Office Furniture

### **Recommended Council Action**

To approve purchase and adopt Ordinance

### **Context with Key Issues**

The Housing and Community Development Department's FY18 budget includes funding for the purchase of needed workstations, a reception desk and office furniture. The purchase is intended to accommodate the Department's growing staff, replace the temporary desktops installed when the Community Center was renovated in 2004, and to replace obsolete and deteriorating office furniture. Quotes for three different systems were provided by the HON Company under an existing National IPO agreement. The purchase of the lower cost Accelerate system has been recommended by Staff. This cooperative purchase is made in accordance with the provisions of [City Code Chapter 7.08.070 \(E\) Other Procurement Methods](#) and competitive bids are not required.

### **Council Priority**

Engaged, Responsive and Service Oriented Government

### **Environmental Impact of Action**

The proposed purchase is [ANSI/BIFMA e3 Sustainable Furniture Standard](#) certified.

### **Fiscal Impact of Action**

The requested purchase, including the installation and design costs, is \$51,400, \$40,000 which is included in the FY18 HCD Budget with the balance to be charged to the Cable Grant fund in recognition of the staff support provided by the HCD Department for CityTV's arts and humanities programming.

### **Racial Equity Impact of Action**

We do not believe this Council action will adversely affect or disproportionately impact any particular group.

### **Attachments and Links**

- Single Reading Ordinance Approving Contract for Purchase of Office Furniture
- [HON Accelerate System](#)

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2017-**

**AUTHORIZING CONTRACT FOR PURCHASE OF OFFICE FURNITURE**

WHEREAS, the FY18 Capital Budget and Operating budgets include funds to replace existing workstations in the Housing and Community Development Department and to purchase additional office equipment to accommodate the needs of staff; and

WHEREAS, The HON Company's Accelerate office system has been found to provide an appropriate solution which addresses the needs of the Department; and

WHEREAS, the purchase would be made under the terms of a National IPO cooperative purchase agreement between the GSA and The HON Company and, in accordance with the provisions of *City Code Chapter 7.08.070 (E) Other Procurement Method*, competitive bids are not required; and

WHEREAS, sufficient funds are available in the Housing and Community Development Department's operating budget and the Cable Grant fund to cover the anticipated cost of this purchase.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND:

Section 1. The City Manager is authorized to enter into a contract with The HON Company for the purchase of an office system for the Housing and Community Development Department at a cost of \$51,400.00.

Section 2. This ordinance shall become effective upon adoption.

Adopted this \_\_\_th day of \_\_\_\_\_, 2017 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: