



## Takoma Park City Council Meeting – January 31, 2018 Agenda Item 3

### **Voting Session**

First Reading Ordinance Authorizing Purchase of Office Furniture for the Human Resources Department

### **Recommended Council Action**

To approve the purchase and adopt the Ordinance

### **Context with Key Issues**

The Human Resources Department is undergoing renovations to improve the security and privacy of information held within its purview. Members of the Department are currently using tables, desks and chairs which are deteriorating and ill-fitted for the functions and tasks for which they are used. Additionally, renovations in the Department require reconfiguration of the workstations, files and storage solutions to fit within the area. Washington Group Solutions has provided a quote under the National IPO agreement. The options for workstations and furniture provided will refit the space and provide staff with the needed storage and work surface solutions. Staff recommends purchase of the Groupe Lacasse Morpheo line.

### **Council Priority**

Engaged, Responsive & Service-oriented Government

### **Environmental Impact of Action**

The Group Lacasse Morpheo line of furniture is certified level 1, BIFMA's sustainability certification for furniture. [Group Lacasse Environmental Certification](#)

### **Fiscal Impact of Action**

Funds for the purchase of the furniture will be used from the Department's operating budget, \$15,300 as well as the Facility Maintenance Reserve in the amount of \$5,000.

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

Currently, all members of the Human Resources Department are people of color as is 40% of City staff. Providing a functional workspace will have a positive impact on the Human Resources Department staff and will provide the appropriate level of privacy for City staff visiting the Department.

### **Attachments and Links**

- First Reading Ordinance Approving the contract for Purchase of HR Furniture
- [Group Lacasse Morpheo Collection](#)

Introduced by:

First Reading:

Second Reading:

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2018-XX**

**AUTHORIZING CONTRACT FOR PURCHASE OF HR OFFICE FURNITURE**

WHEREAS, the FY18 Operating budget includes funds to replace existing workstations in the Human Resources Department to accommodate the needs of staff; and

WHEREAS, Washington Group Solutions company has identified LaCasse company's Morpheo office system and SitOnIt Seating 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 Washington Group Solutions 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 Human Resources Department's operating budget and the Facility Maintenance Reserve 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 Washington Group Solutions for the purchase of an office system for the Human Resources Department at a cost of \$20,300.

Section 2. This ordinance shall become effective upon adoption.

Adopted this \_\_\_\_\_ day of January, 2018 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: