



Legislation Text

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RESOLUTION APPROVING AWARD OF CONTRACT FOR BISON RIDGE RECREATION CENTER FURNITURE PROCUREMENT AND INSTALLATION

Summary and Background Information : As part of the Measure 2K Bond Program, the new Bison Ridge Recreation Center will be opening in spring of 2018. The procurement of Furniture Fixtures and Equipment (FF&E) will be required for the startup of the new facility. Over the last several months, staff and the project management team have been developing a comprehensive list of all FF&E items to be procured for the new facility. The architect provided proposed furniture options that were vetted with staff for functionality and durability. On August 24, 2017 Council participated in a final selection process for furniture elements, colors, fabrics and finishes. On September 11, 2017 a presentation of the overall FF&E procurement process was presented to Council including budget breakdowns, proposed exercise equipment and the final selection of furniture elements, colors, fabrics and finishes.

Scope of Work

Key Services of this contract include procurement, storage, delivery and installation of furnishings including:

- Seating and tables in community lounge and waiting areas
- Tables and chairs for community rooms
- Tech lab tables, chairs and seating area
- Party room and child watch tables and seating
- Office furniture and modular workspaces
- Confirm yardage for all COM upholstery

Bidding and Selection Process:

A Request for Proposal (RFP) for Furniture Procurement and Installation Services for the Bison Ridge Recreation Center was published on September 29, 2017. There was one addendum issued to the RFP to respond to questions. Four proposals were received by October 19, 2017, the due date established by the RFP.

Proposals were received from the following firms (in alphabetical order):

- Environments Denver
- Humanscale
- Jordy Carter Furnishings
- Office Interiors

The FF&E procurement team consisted of:

- Steve Hergenrader (i3Integration)
- Courtney Smith (i3Integration)
- Hillary Andren-Wise (Sink Combs Dethlefs)
- Miranda Dooley (Sink Combs Dethlefs)

Proposals were evaluated based upon the following criteria established in the RFP:

- Quality and completeness of bid response
- Past experience, representative work, and references
- Ability to meet required schedule
- Price

Of the four proposals submitted, only Environments Denver and Jordy Carter Furnishings proposals were deemed complete and responsive. See below for summary.

Environments Denver (Environments)

Base Bid: \$358,304 (includes all specified items)

Alternate Savings: (\$6,545), includes all specified alternates for office and workstation furniture

Total with Specified Alternates: \$351,769

Jordy Carter Furnishings (Jordy Carter)

Base Bid: \$345,00 (includes pricing for two alternate products instead of specified base bid products).

Alternate Savings: Does not include specified alternate products for office and workstation furniture and therefore not accepted.

Total with Specified Alternates: \$345,001 (alternates are not equal to those specified).

Summary

Environments: \$351,769

Jordy Carter: \$345,001

Cost Delta: \$6,768 (1%)

Recommendation

Both bids were below the amount budgeted for this contract of **\$410,000**. Although Environments bid was higher than Jordy Carter, the FF&E Procurement Team recommends an award to Environments Denver as the best value to the City based on the following:

1. Environments' bid includes all specified products, both base bid and alternates.
2. Jordy Carter's bid does not include all specified base bid or specified alternate products. The alternate products submitted in lieu of the specified products were not considered equal by the team
3. The RFP required a minimum of three (3) project references, to include descriptive information relevant to our project, as well as original scheduled delivery date and final delivery date.
 - a. Environments submitted detailed descriptions itemizing type of project and type of furniture for each project. They also included month and date of installs, in addition to add-on installation dates.
 - b. Jordy Carter did not provide descriptions and provided install dates by year, not month.

Staff recommends **city council authorize an expenditure of \$386,769**, which includes the contract amount of \$351,769 and a \$35,000 contingency.

Staff Responsible (Department Head): Director of External Affairs Halstead

Staff Member Presenting : 2K Program Director Hergenrader/Project Controls Manager Smith

Financial Impact : \$386,769

Funding Source : 2K

Staff Recommendation : The FF&E procurement team recommends awarding a contract to Environments Denver in the not-to-exceed amount of \$351,769.00 for this work.