



City of Broken Arrow

Request for Action

File #: 16-1149, **Version:** 1

Broken Arrow City Council
Meeting of: 09-20-2016

To: Mayor and City Council
From: Office of the City Manager
Title:

Approval of bids received, award to John A. Marshall Company as the lowest responsible bid, and approval of and authorization to execute agreement for the purchase of new furnishings for the City Manager's office, lobby and reception area in City Hall

Background:

As a continuation of the City Hall renovation effort, the City Manager's office, City Hall lobby and Reception area require new furniture and fixtures to accommodate the recent modernization of the facility. This project includes remodeling the City Manager's office, the addition of a second Assistant City Manager's office, a new Audio/Visual room to better interface with the public and the media, a new Economic Development Coordinator's office, as well as a new Communications Director's office and the incorporation of a new Tourism Director's office.

On August 31, 2016, the City opened bids on the proposed city hall furniture renovations. The City received six (6) bids for the furniture specified along with individual delivery schedules. The City requested that the Vendor's supply a delivery schedule along with their individual sealed bids. We stated that delivery time may be considered in the selection and award of the Purchase Order contract. Of the six bids received, four (4) did not acknowledge the addenda that was sent, two (2) did not execute the bid documents properly and two (2) did not submit a satisfactory delivery schedule. Only one (1) submitted a responsive bid along with a satisfactory delivery schedule.

John A. Marshall Company submitted the lowest and most responsible bid in the amount of \$27,525 with a delivery schedule of 42 days. However, a review of the bids received indicates some significant degree of variance with respect to one (1) specific item, the Table/Conference chairs. The bids varied in amount from \$4,635.00 to \$9,016.95. This significant variance suggests a differing degree of quality and possibly some degree of confusion. Therefore, Staff eliminated the item from the purchase order contract in accordance with the bid documents and awarded the remaining items to John A. Marshall Company in the amount of \$22,890.51. The Table/Conference Chairs will be re-bid separately in order to better specify and clarify the bid documents.

Since the actual purchase order amount is less than \$25,000.00, the contract amount is within the City Manager's authority to execute a contract. Funding for this

project is available through Sales Tax Capital Improvement funds. The project will be complete by the end of October 2016.

Cost: **\$22,890.51**

Prepared By: **Jennifer Hooks, Executive Assistant to the City Manager**

Reviewed By: **Legal Department**
Finance Department
Assistant City Manager - Operations

Approved By: **Michael L. Spurgeon, City Manager**

Attachments: **Bid Tabulation**

Recommendation:

Award the lowest responsible bid to John A. Marshall, and approve and authorize execution of an agreement for the purchase of new furnishings for the City Manager's Office, City Hall Lobby and Reception area.