

MEMORANDUM

To: Mayor and City Council
From: Jessica Guinn
Date: November 13, 2017
Subject: **Approval of Purchase of Workstations for City Hall**

ITEM DESCRIPTION

Approval to purchase 17 additional workstations (cubicles) for new City Hall

BACKGROUND

Seventeen additional workstations (cubicles) are required for the new City Hall location at 4800 Ashford Dunwoody Road to supplement the cubicles that were purchased from the former bank, all of which are also being used in the renovated facility. This equipment will be purchased from Franklin McNeal Limited at prices approved through state contract. The total price, including the workstations, delivery and installation is \$58,723.23. Please note that this is not a new expenditure or request for additional funding for City Hall. This amount will be deducted from the \$100,000.00 Furniture, Fixture and Equipment (FFE) allowance that was included within the Guaranteed Maximum Price (GMP) for City Hall, which was presented to Council at the June 12, 2017 meeting and approved as part of the contract amendment for BM&K Construction. Rather than BM&K purchasing this equipment and billing the City for it, the City will purchase directly from the vendor in order to take advantage of the state contract pricing and avoid paying sales tax.

RECOMMENDED ACTION

Staff recommends that the City Council approve purchase of additional workstations for City Hall from Franklin McNeal Limited.