



# CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 10/9/2018

Item Creation Date: 9/21/2018

E28765 - Purchase of Workstations - MOTION

Agenda Item#: 21.

## **Background:**

**S81-E28765 - Approve payment to Houston Modular Installation, Inc. in the amount not to exceed \$154,788.24 for purchase, delivery and installation of used workstations for General Services Department.**

## **Specific Explanation:**

The Director of General Services Department and the Chief Procurement Officer recommend that City Council approve payment to **Houston Modular Installation, Inc.** in the amount not to exceed **\$154,788.24** for purchase, delivery and installation of used workstations for the Strategic Procurement Division (SPD) and Houston Information Technology Services (HITS) for employees vacated from One Shell Plaza to new lease space at 1100 Louisiana Street.

The scope of work included purchase, delivery and installation of workstations. The General Services Department conducted a cost analysis of renting vs. buying furniture and there was a significant reduction in cost to purchase the furniture instead of renting. The City saved \$247,760 by purchasing 218 used workstations as opposed to renting 218 workstations.

The workstations had to be ready and set-up quickly for the employees at 1100 Louisiana Street in order to begin work due to the fast-tracked time the COH employees had to move out of the Shell building. Purchasing and assembling the furniture was the best option.

## **Hire Houston First:**

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing an emergency purchase order for this purchase.

## **Fiscal Note:**

Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

  
 Jerry Adams, Chief Procurement Officer  
 Finance/Strategic Procurement Division

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 Department Approval Authority

## **Amount of Funding:**

**\$154,788.24**

General Fund

Fund No.: 1000

## **Contact Information:**

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Ketan Shah, Division Manager	FIN/SPD	(832) 393-8714
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Lee Lopez, Sr. Project Manager	GSD	(832) 393-8010
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**ATTACHMENTS:**

**Description**

Signed EPO Justification Form

Final Invoice

Purchase Requisition

Certificate of Insurance

Certificate of Insurance 2

Drug Policy

Fair Campaign Ordinance

Affidavit of Ownership

Clear Tax Report

**Type**

Backup Material

Backup Material

Financial Information

Backup Material

Backup Material

Backup Material

Backup Material

Backup Material

Backup Material