



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 10/9/2018

Item Creation Date: 9/21/2018

E28765 - Purchase of Workstations - MOTION

Agenda Item#: 12.

Summary:

HOUSTON MODULAR INSTALLATION, INC for Purchase, Delivery and Installation of used Workstations for General Services Department - \$154,788.24 - General Fund

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.

MWBE Participation:

This Procurement is exempt from the MWBE, subcontracting goal participation because the department is utilizing an emergency purchase order for this purchase.

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

Department Approval Authority

Amount of Funding:

\$154,788.24
General Fund
Fund No.: 1000

Contact Information:

NAME:	DEPARTMENT/DIVISIO	PHONE NO
Ketan Shah, Division Manager	FIN/SPD	(832) 393-8714
Kelly Patel, Procurement Specialist	FIN/SPD	(832) 393-8737
Lee Lopez, Sr. Project Manager	GSD	(832) 393-8010
Jacquelyn Nisby, Executive Staff Analyst	GSD	(832) 393-8023

ATTACHMENTS:**Description**Coversheet signed by CPO E28765Signed EPO Justification FormFinal InvoicePurchase RequisitionCertificate of InsuranceCertificate of Insurance 2Drug PolicyFair Campaign OrdinanceAffidavit of OwnershipClear Tax ReportGSD Approval**Type**

Signed Cover sheet

Backup Material

Backup Material

Financial Information

Backup Material

Backup Material

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