



Date: October 18, 2021
Current Meeting: October 21, 2021
Board Meeting: October 28, 2021

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Senior Director of Capital Assets and Facility Modernization LaTeeka Washington
SUBJECT: Consideration and approval of new facilities - new furniture - Business Furniture

ACTION ITEM A – 5

RECOMMENDATION:

In a manner consistent with IPTC procurement and contract award standards, it is requested that the Board authorize President/CEO Inez Evans to enter a contract with Business Furniture, for new furniture for new facilities, East Campus Administration, East Campus B Building and Mobility Solutions & Customer Care Center for an amount not to exceed \$97,278.

BACKGROUND:

As we have purchased new facilities and have begun the construction of the renovations, we need furniture for staff to occupy. The furniture will be installed in three phases for each building: Phase 1 – Mobility Solutions & Customer Care Center, Phase 2 – East Campus Administration and Phase 3 – East Campus B Building.

DISCUSSION:

The contract will cover the duration of the three facilities’ installation. The vendors had an opportunity to bid on each phase individually or combined, with alternates. This is a best value procurement with scoring in quality/warranty, bid cost, implementation, and references/past performance.

Project construction schedules were provided for each facility phase for planned coordination of installation. A question/answer period, along with an addendum were issued to obtain the most accurate proposals possible; all had good attendance and questions. The agency’s independent cost estimates for the project reflected recently increasing material and labor costs as well.

The recommended vendor is Business Furniture. Their bid came in within the independent cost estimate with additional opportunities for cost savings.

ALTERNATIVES:

The Board could choose not to contract as recommended, however, IPTC would need to accommodate staff furniture needs, by potentially leasing furniture and revising staff move-in schedules.

FISCAL IMPACT:

Funding for this procurement is IPTC local funds.

DBE/XBE DECLARATION:

The project is not federally funded so no DBE goal is set, however XBE participation goals have been set at 15% MBE, 8% WBE, 3% VBE and 1% DOBE. Business Furniture is a WBE with 100% participation.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on October 21, 2021.