



TO: BCRTA Board of Trustees
FROM: Matthew Dutkevicz, Executive Director
RE: *Action Item – Pre-Owned Office Furnishings*

February 11, 2025

RECOMMENDATION

Authorize the Executive Director to execute a contract with Continental Office Furniture of Columbus, OH for the purchase, installation, and delivery of pre-owned office furnishings for the purpose of properly outfitting the shared services office space at 6. S. Second Street.

FINANCIAL CONSIDERATIONS

BCRTA staff researched extensively and received many quotes for a variety of furnishings. Ultimately, used furnishing provided the best value and Continental Office Furniture had the largest selection, best prices, and is able to provide the largest quantity from a single provider resulting in reduced delivery and installation expenses. The proposed contract will provide 23 work stations/desk and also furnish 2 small meeting room and one large multi-purpose/board room.

BUSINESS PURPOSE

The space leased at 6 S. Second is presently unfurnished. BCRTA must provide furniture to meet the needs of the staff that will be relocated.

PROCUREMENT CONSIDERATIONS

This purchase amount falls under the federal simplified acquisition threshold but above the Executive Director's spending limit. A variety of quotes were obtained to ensure price competitiveness and compliance with BCRTA procurement policy.

LEGAL CONSIDERATIONS

Section 306.43 of the Ohio Revised Code authorizes BCRTA to contract for the provision of goods and services.