

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Purchase of Office Chairs

**Manager's Recommendation:**

I recommend that purchase order number 37472 issued from an emergency quote from Choice Office Products be accepted and issued to them in the amount of \$2,256.00 for the purchase of office chairs for the Treasurer's Department.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this purchase are budgeted in the City Treasurer's Capital Outlay Account No. 101-1743-711-9705 (\$1,490.00) and the Worker's Compensation Fund Capital Outlay Account No. 678-1750-701-9705 (\$766.00).

**Justification:**

During the months of August and September 2008, Covenant conducted an analysis of the workstations for the three (3) Customer Service Representatives and the two (2) Office Assistant III positions in the Treasurer's Office and determined that the current chairs being used by these employees were causing occupational health issues that required physical therapy. It was recommended that the purchase of new ergonomically correct chairs be purchased immediately. Following is a tabulation of the quotes received.

Choice Office Products Saginaw, MI	\$2,256.00
Consumer Office Furniture Saginaw, MI	\$2,299.83

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.