

COUNCIL COMMUNICATION

From: The City Manager

Subject: Office Furniture, Celebration Park Police Outpost

Manager's Recommendation:

I recommend that the low bid from Office Products Outlet be accepted and that a purchase order be issued to them in the amount of \$2,914.65 for the purchase of office furniture for the Frank N. Andersen Celebration Park police outpost.

This vendor meets all requirements of §14.23, "Vendors", of "Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing, of "Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds are budgeted in Celebration Park Capital Outlay Office Equipment and Furniture Account No. 508-1580-831.97-60.

Justification:

On February 2, 2010, the City received bids on office furniture for the "Frank N. Andersen Celebration Park" police outpost, located within the remodeled vending building. The office furniture includes three workstation areas and a conference table with six chairs. The following is a tabulation of the bids received:

Office Products Outlet – Alternate bid Flint, MI	\$2,914.65
Office Products Outlet Flint, MI	\$3,001.20
Pinnacle Design Saginaw, MI	\$3,378.50
Choice Office Products – Alternate bid Saginaw, MI	\$3,974.00
Choice Office Products Saginaw, MI	\$4,181.00

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.