4(j)

# CITY OF WEST DES MOINES
# CITY COUNCIL MEETING COMMUNICATION

**DATE:** **July 1, 2019**

**ITEM:**

Approve Contract for Office Furniture
City Hall Renovations (Phase 2)

**FINANCIAL IMPACT:**

The Contract (attached) associated with the office furniture for Phase 2 of construction is $373,277.70. All costs for these services can be paid from account no. 500.000.000.5400.720 with the ultimate funding intended to come from the General Fund.

**BACKGROUND:**

Approval of this contract authorizes All Makes to furnish and setup workstations in Suites 1A (City Manager), 1B (Parks & Recreation), 2A (ITS), and 2B (Finance) after Phase 2 renovations are completed at City Hall located at 4200 Mills Civic Parkway.

City Staff desires to sole-source with All Makes to provide this office furniture based on their past work experience, qualifications of their staff, their familiarity with office furnishings in most City of West Des Moines buildings, availability of labor forces, and past performance. All Makes will be utilizing National IPA with Hon-brand furniture and National and NASPO with Allsteel-brand furniture. These contracts have all been competitively solicited and publicly awarded and provide the best discounting opportunities.

This agenda item was distributed to the Public Services Subcommittee by e-mail only since there was no meeting.

**OUTSTANDING ISSUES:** None

**RECOMMENDATION:**

- Approving Contract for Office Furniture.

**Lead Staff Member:** **Brian J. Hemesath, P.E., City Engineer** BJH

**STAFF REVIEWS**

| | |
|---|---|
| Department Director | Brian J. Hemesath, P.E., City Engineer |
| Appropriations/Finance | Tim Stiles, Finance Director |
| Legal | Richard Scieszinski, City Attorney JDS |
| Agenda Acceptance | |

**PUBLICATION(S)** (if applicable)

| | |
|---|---|
| Published In | |
| Dates(s) Published | |

**SUBCOMMITTEE REVIEW** (if applicable)

| | | | |
|---|---|---|---|
| Committee | | | |
| Date Reviewed | | | |
| Recommendation | Yes | No | Split |

all makes

**All Makes**
500 E. Court Avenue, Suite 150
Des Moines, IA 50309
Phone: 515.282.2166
Fax: 515.282.5456
Email/Web: www.allmakes.com

# Quotation



**Project:** D4677
**Proj Desc:** Phase 2

**Quote:** D4677.001
**Status:** New

**Sold To:** 3430-00
City Of West Des Moines
ap@wdm.iowa.gov
4200 Mills Civic Pkwy
West Des Moines, IA 50265

**Bill To:** 3430-00
City Of West Des Moines
ap@wdm.iowa.gov
4200 Mills Civic Pkwy
West Des Moines, IA 50265
Attention: Accounts Payable

**Ship To:** 3430-00
City Of West Des Moines
ap@wdm.iowa.gov
4200 Mills Civic Pkwy
West Des Moines, IA 50265

Phone: 515-222-3600

| Date Entered | Customer PO | Salesperson | FOB | Terms |
|---|---|---|---|---|
| 06/14/2019 | | Kelly Coenen | D | Net 30 Days |

## Summary:

| Line Note | Extended Price | Tax | Total Amount |
|---|---|---|---|
| 1A CITY MANAGER | 8,374.48 | 0.00 | 8,374.48 |
| 1B PARKS & REC | 94,387.52 | 0.00 | 94,387.52 |
| 2A ITS | 68,204.14 | 0.00 | 68,204.14 |
| 2B FINANCE | 78,400.62 | 0.00 | 78,400.62 |
| DEMOUNTABLE WALLS | 77,826.92 | 0.00 | 77,826.92 |
| FREIGHT | 1,709.02 | 0.00 | 1,709.02 |
| DELIVERY & INSTALLATION OF NEW FURNITURE | 44,375.00 | 0.00 | 44,375.00 |
| **Totals:** | 373,277.70 | 0.00 | 373,277.70 |

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|---|---|---|---|---|
| 06/14/2019 | | Kelly Coenen | D | Net 30 Days |

| Line | Loc | Item Number | MFG | Description | Qty | Unit Price | Extended |
|---|---|---|---|---|---|---|---|
| | | | | Subtotal | | | 373,277.70 |

**TOTAL AMOUNT - USD 373,277.70**

**Deposit Required: 186,638.85**

**This Quote will expire on:** July 14, 2019

**TERMS AND CONDITIONS**

ACCEPTANCE AND INCORPORTATION BY REFERENCE. This quotation becomes a contract when accepted by All Makes and is subject to All Makes full terms and conditions available at any All Makes' location and by request.
DEPOSITS. A 50% deposit is required for special orders from buyers with a commercial credit account in good standing; a 75% deposit is required for projects over $100,000. A 100% deposit is required for orders from buyers without an account and is due upon acceptance. Remaining balances are due per the terms above.
CANCELLATION AND CHANGES. Special order merchandise is non-returnable. Cancelling or making changes to an order after acceptance will be subjected to a restocking fee.
WARRANTY. All new products are guaranteed to be free from defects in material or workmanship for a period of at least twelve (12) months from the date of delivery unless specified by mfg. warranty. Defective products will be repaired or replaced with proof of purchase. All used products are sold AS IS with NO WARRANTY and may not be returned.

| | |
|---|---|
| Subtotal | 373,277.70 |
| **Total** | **373,277.70** |

**PRINT NAME** _____ **TITLE** _____

**SIGNATURE** _____ **DATE** _____

# STATE OF IOWA
## MASTER AGREEMENT
Contract Declaration and Execution

**EFFECTIVE BEGIN DATE:** 08-31-2018
**EXPIRATION DATE:** 01-21-2023


**VENDOR:**
**All Makes Office Interiors**

**500 E COURT AVE STE 150**
**DES MOINES, IA 50309-2041**

**VENDOR CONTACT:**
Breanna Peters
**PHONE:** 515-282-2166 **EXT:**
**EMAIL:** BreannaP@allmakes.com

**ISSUER:**
Julie Janssen
**PHONE:** (515) 281-5602
**EMAIL:** julie.janssen@iowa.gov

**FOB:** FOB Dest, Freight Prepaid

**Contract For:** Allsteel Office Furniture and Related Services

The State of Iowa and Paragon Commercial Interiors establish this agreement under the terms and conditions of NASPO VALUEPOINT MA#144 and Master Agreement 18266. The attached Participating Addendum serves to modify and amend the contract between Allsteel and the State of Iowa. The Parties agree to comply with the terms and conditions on the following attachments which are by this reference made a part of the Agreement.
Attachment 1: NASPO VALUEPOINT Competitive Solicitation RC17020.
Attachment 2: NASPO VALUEPOINT - Allsteel CONTRACT #MA144.
Attachment 3: NASPO VALUEPOINT - Allsteel Pricing Sheets. https://cms.allsteeloffice.com/Pages/Markets-We-Serve/Government/NASPOValuePoint/Overview2018.aspx
Attachment 4: NASPO VALUEPOINT - Allsteel PRICING MATRIX.
Attachment 5: NASPO VALUEPOINT - Allsteel STATE OF IOWA Participating Addendum.
This Contract is associated with NASPO VALUEPOINT MA144 for discounts and pricing on Allsteel office furniture and related service and solutions.
PAYMENT TERMS: NET 60
DELIVERY TERMS: FOB Freight Destination.
INVOICING: Invoicing will be direct through contracted dealer. Any orders placed by State of Iowa agencies and political subdivisions must reference NASPO VALUEPOINT contract #MA144 and State of Iowa master agreement 19061.
SALES CONTACT: Breanna Peters, 515-331-8587, BreannaP@allmakes.com
APPROVED DEALER ADDRESSES: All Makes Office Equipment, 500 E Court Ave Suite 150,Des Moines, Iowa 50309. 2558 Farnham St, Omaha, NE 68131

**RENEWAL OPTIONS**

**AUTHORIZED DEPARTMENT**

ALL
SUB Other Governmental Entities

| LINE NO. | QUANTITY / SERVICE DATES | UNIT | COMMODITY / DESCRIPTION | UNIT COST / PRICE OF SERVICE |
|---|---|---|---|---|
| 1 | 0.00000 | EA | 425 | $ 0.000000<br>$ 0.000000 |

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

**FURNITURE: OFFICE**

**FURNITURE: OFFICE**

The State of Iowa has signed a participating agreement with NAPSO VALUEPOINT for ALLSTEEL INC.

All purchase orders issued by the purchasing entities within the jurisdiction of this Addendum shall identify your organization as a government entity and provide Contract number MA144 and MA18266.

Serving Dealers will assist with price quotes, specifying product, design and color selections, delivery, installation, and warranty.

It is the responsibility of the ordering Agency to ensure that the Contractor is given the correct delivery and billing address.

Please see Discount Matrix and Price Lists.

Specifying information is located throughout the Price Lists. Actual samples are available by contacting your Servicing Dealer.

| | | | | |
|---|---|---|---|---|
| 2 | 0.00000 | EA | 93145 | $ 0.000000<br>$ 0.000000 |

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

**Furniture Installation and Reconfiguration Services**

**Furniture Installation and Reconfiguration Services**

Installation Services include all labor required to dissemble, assemble, deliver, set-up, install, and otherwise finish an office installation or remodel project.

| | | | | |
|---|---|---|---|---|
| 3 | 0.00000 | EA | 93145 | $ 0.000000<br>$ 0.000000 |

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

**Furniture Installation and Reconfiguration Services**

**Design, Consulting and Professional Services**

Design, Consulting and Professional Services include all labor required to finish an office installation or remodel project.

| | | | | |
|---|---|---|---|---|
| 4 | 0.00000 | EA | 97742 | $ 0.000000<br>$ 0.000000 |

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

**Furniture, Office, Rental or Lease**

| LINE NO. | QUANTITY / SERVICE DATES | UNIT | COMMODITY / DESCRIPTION | UNIT COST / PRICE OF SERVICE |
|---|---|---|---|---|

Furniture Installation and Reconfiguration Services

Lease Agreements for Office Furniture.

## TERMS AND CONDITIONS

**Goods Effective 1 May 16**

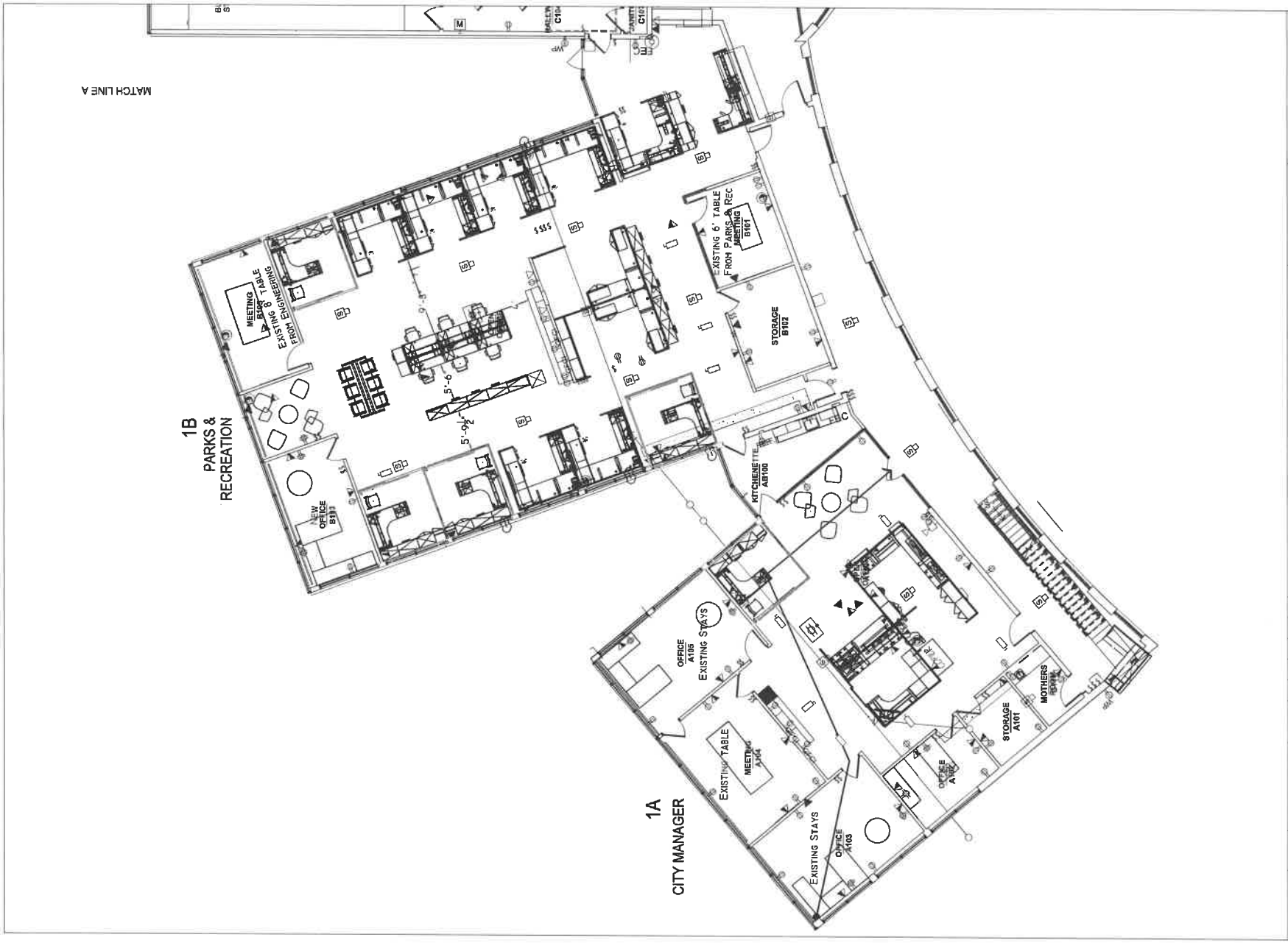
The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement. General Terms and Conditions for goods contracts are posted at: https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf

**Services Effective 1 May 16**

The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement. General Terms and Conditions for service contracts are posted at: https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf

**THIS MASTER AGREEMENT IS EFFECTIVE AS OF THE LATEST DATE SHOWN IN "EFFECTIVE BEGIN DATE" IN THE UPPER RIGHT HAND CORNER OR THE DATE BELOW SIGNED BY THE STATE OF IOWA.**

| CONTRACTOR | STATE OF IOWA |
|---|---|
| CONTRACTOR'S NAME (If other than an individual, state whether a corp, partnership, etc.<br>All Makes Office Interiors | AGENCY NAME<br>DAS CENTRAL PROCUREMENT & FLEET ENTERPRISE |
| BY (Authorized Signature) Date Signed<br>Kelly Coenen 8-21-18 | BY (Authorized Signature) Date Signed<br>Julie Janssen 8-21-2018 |
| Printed Name and Title of Person Signing<br>Kelly Coenen, Vice President | Printed Name and Title of Person Signing<br>Julie Janssen, Purchasing Agent III |
| Address<br>500 E. Court Ave #150<br>Des Moines, IA 50309 | Address Hoover Building, 3rd Floor<br>1305 E Walnut Street<br>Des Moines, Iowa 50319 |




all makes

500 E. Court Avenue
Suite 150
Des Moines, IA 50309
P: (515) 282-2166

City of West Des Moines

Phase 2

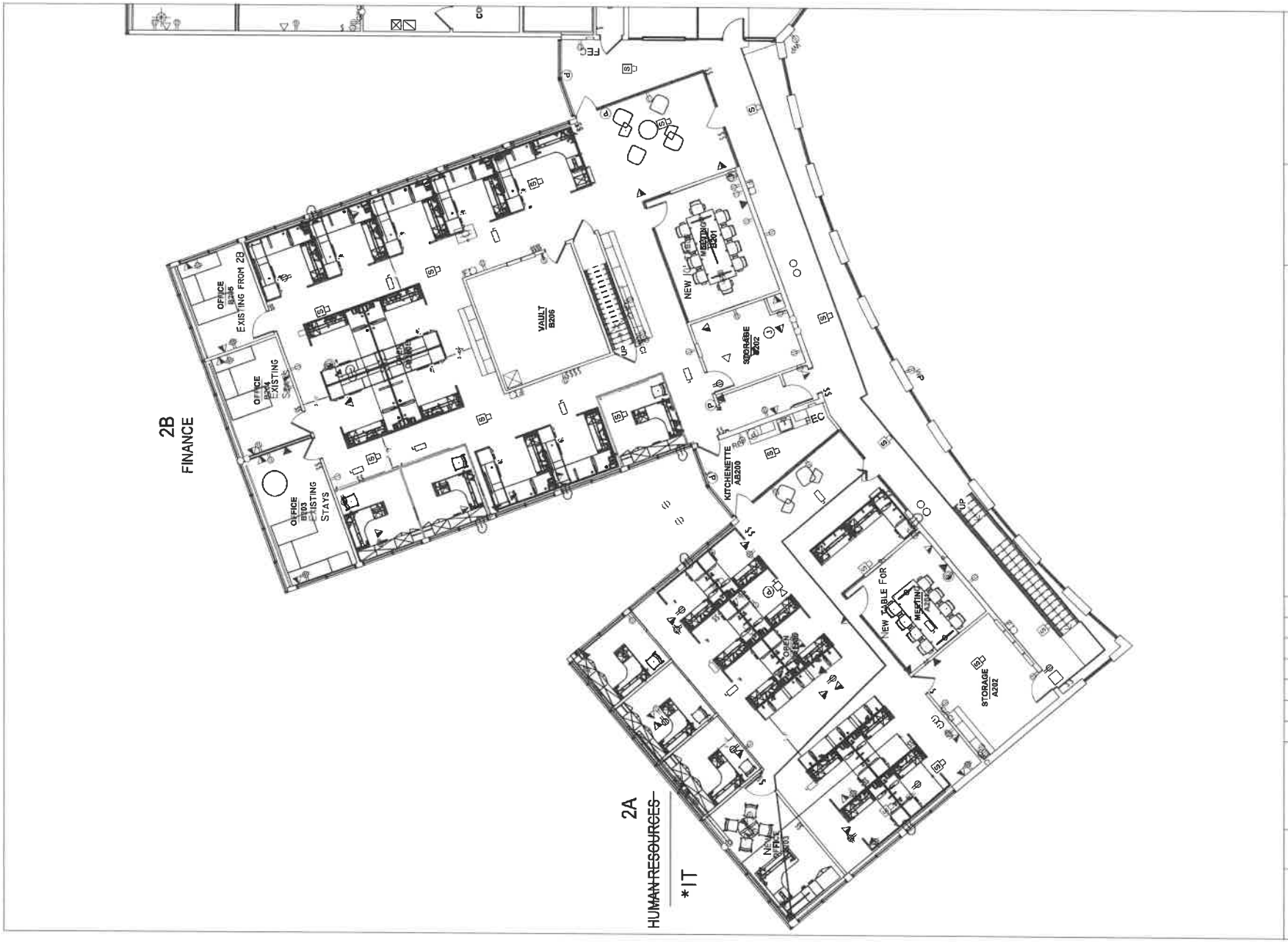
1st Floor

| REVISIONS |
|---|
| 01.28.19 |
| 04.17.19 |
| 06.05.19 |
| 06.12.19 |

Scale:
Site Measure:
x
Job #:

Preliminary Plan

This drawing is for reference only, not for construction.




all makes

500 E. Court Avenue
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City of West Des Moines

Phase 2

2nd Floor

| REVISIONS |
|---|
| 01.28.19 |
| 04.17.19 |
| 06.05.19 |
| 06.12.19 |
| 06.17.19 |

Scale:
Site Measure:
x
Job #:

Preliminary Plan

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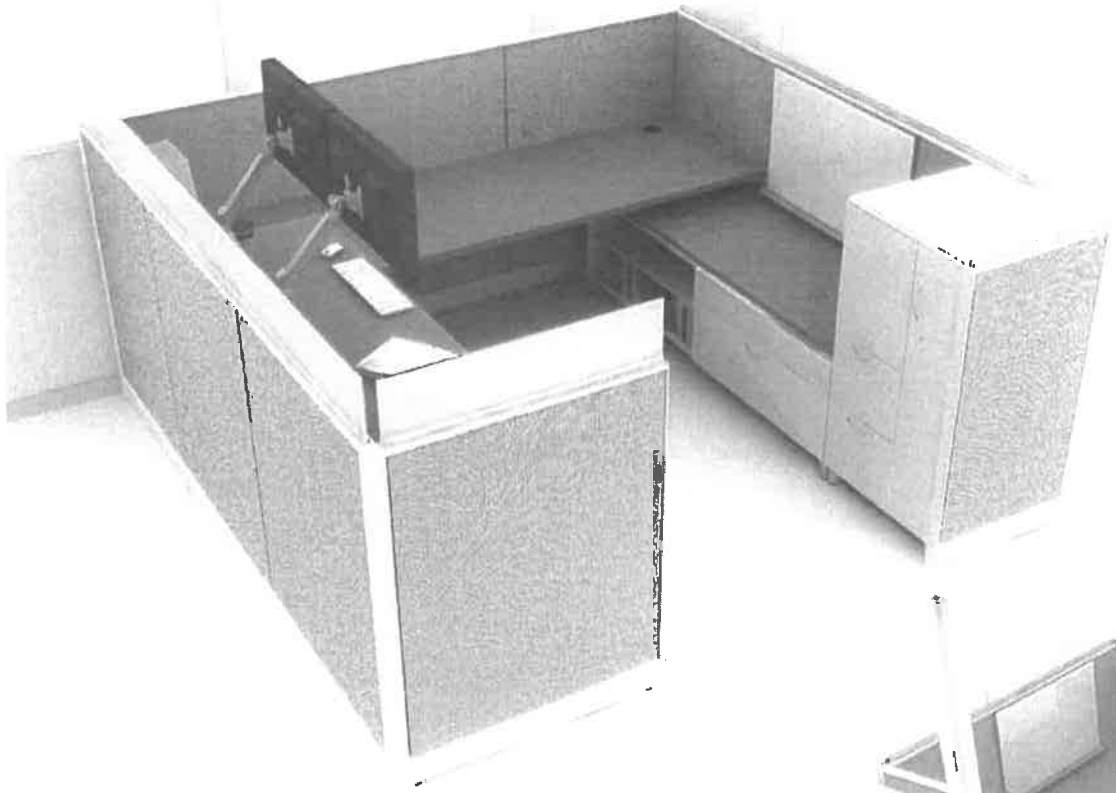

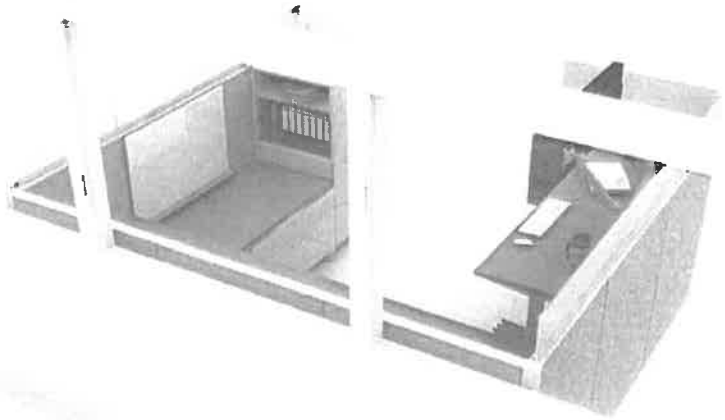

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all makes

500 E. Court Avenue
Suite 150
Des Moines, IA 50309
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**City of West Des Moines**

**Standard New Workstation Typicals**

REVISIONS

Site Measure:
X
Job #:

Preliminary Plan

This drawing is for reference only, not for construction.

Large Workstation Typical
- 2D & All of Phase 2

Large Workstation Typical
- Variations for 1D

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all makes

500 E. Court Avenue
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City of West Des Moines

Large Workstations

2D & 1D

REVISIONS

Site Measure:
X
Job #:

Preliminary Plan

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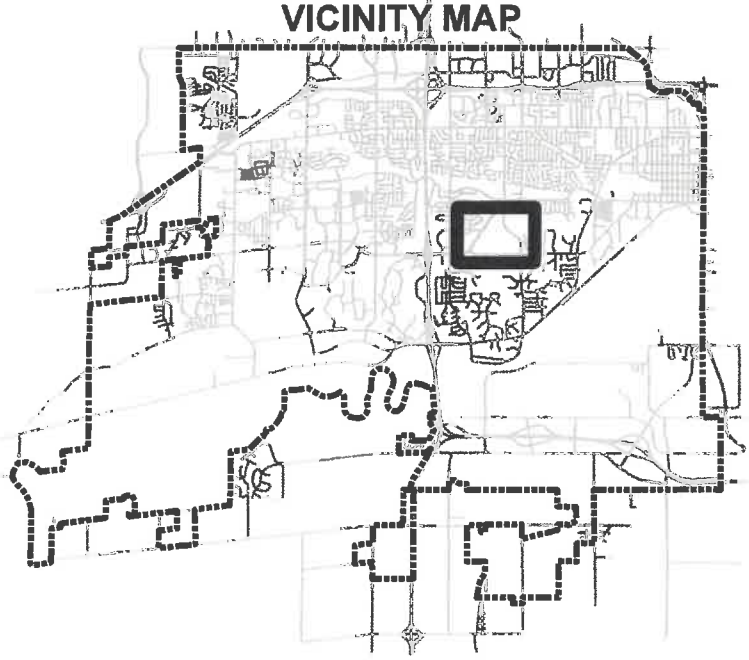
## VICINITY MAP



## LEGEND

PROJECT LOCATION

N
W E
S

THE CITY OF WEST DES MOINES

PROJECT:

# City Hall Renovations

LOCATION:

## 4200 Mills Civic Parkway

| DRAWN BY: JDR | DATE: 04/25/2018 | PROJECT NUMBER : 0510-052-2017<br>SUBDIVISION NAME: | SHT. 1 of 1 |
|---|---|---|---|