



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of October 9, 2012  
Action Item for the City Council Meeting of October 16, 2012

**DATE:** 10/9/2012

**TO:** Ronald L. Olson, City Manager

**FROM:** Michael Barrera, Assistant Director of Financial Services  
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### Furniture

**CAPTION:**

Motion approving the purchase of furniture for the O.N. Stevens Facility Alteration Project from Business Interiors by Staples, Houston, Texas in the amount of \$98,422.94. The award is in accordance with the State's Cooperative Purchasing Program (TXMAS). Funds are available in the Water Department Fund No. 4088 - 2012 Capital Improvement Program (CIP) Fund.

**PURPOSE:**

The Water Department has converted the vacant control center at the O.N. Stevens Water Plant into offices, thus necessitating the requirement for the furniture recommended herein.

**BACKGROUND AND FINDINGS:**

The O.N. Stevens Facility Alteration project relocates the existing administrative and operational spaces at the O. N. Stevens Water Treatment Plant to an area away from the chemical storage tanks. The furniture consists of modular office desks, tables, chairs, lateral files and bookcases.

**ALTERNATIVES:**

Not applicable.

**OTHER CONSIDERATIONS:**

Not applicable.

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and Texas State procurement laws.

**EMERGENCY / NON-EMERGENCY:**

Non-Emergency

**DEPARTMENTAL CLEARANCES:**

Water Department

**FINANCIAL IMPACT:**

<b>Fiscal Year: 2012-2013</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$1,131,200.00	\$3,469,600.00		\$4,600,800.00
Encumbered / Expended Amount	\$1,131,200.00	\$3,172,000.00		\$4,303,200.00
This item		\$98,422.94		\$98,422.94
BALANCE	\$0.00	\$199,177.06		\$199,177.06

Fund(s): Water Department Capital Funds; CIP Project Water #04

**Comments:**

Not applicable.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Price Sheet