



Legislation Text

File #: 2015-3601, **Version:** 1

TO: Mayor and Commission

AGENDA DATE: 7/19/2021

FROM: John A. Peters, III, PE, Acting City Manager **AGENDA ITEM:** 11 - A

SUBJECT:

Request for approval to purchase office furniture and associated equipment from American Interiors in the amount of \$73,921.58 for the relocation of the Information Technology and Economic Development Divisions. An additional \$10,000 is requested to pay for anticipated costs to accommodate the HVAC system and sprinkler system requirements. Also, request approval of the budget amendment to allocate \$60,000 of Capital Fund balance to City Hall Improvements account. - John A. Peters, III, P.E., City Manager's Office (386) 878-8858.

Strategic Goal: Fiscal Issues - Improvements to City Hall

LOCATION:

City Hall First Floor

BACKGROUND:

We are working to reconfigure the office floor plan in an effort to place employees performing related duties in locations that promote efficiency, and to maximize the space at City Hall and Deltona Water. Currently, classrooms 148, 149 and 150 are vacant and underutilized. The classrooms will be redesigned as office space and the Information Technology staff will reside in the two classrooms and Economic Development staff will occupy the third. The Finance Department staff currently located at Deltona Water will be moved to the vacated offices in City Hall in the Finance Department. Lastly, the space made available in Deltona Water will be available for Volusia Sheriff's Office deputies for a satellite office since the current office on Providence Boulevard lacks adequate space.

The quotes from American Interiors are provided through State of Florida purchasing agreement 56120000-19-ACS. This furniture meets the requirements of the US Green Building Council.

OPTIONS:

1. Approve the purchase of office furniture and associated equipment for the Information Technology and Economic Development Divisions at a total cost of \$73,921.58, plus additional costs associated with redesigning office space and approve the budget amendment to allocate funds from Capital Fund Balance to City Hall Improvements account.
2. Deny purchase.

COST:

Approximately, \$85,000.00

SOURCE OF FUNDS:

Capital Projects Fund Balance

ORIGINATING DEPARTMENT:

City Manager's Department

STAFF RECOMMENDATION PRESENTED BY:

John A. Peters, III, P.E. Acting City Manager - Staff recommends City Commission grant approval to purchase office furniture and associated equipment from American Interiors in the amount of \$73,921.58 for the Information Technology and Economic Development Divisions and related installation costs and approve the budget amendment to allocate funds from Capital Fund Balance to City Hall Improvements account.

POTENTIAL MOTION:

"I hereby move to grant approval for purchase of office furniture and associated equipment at a total cost of \$73,921.58 (IT Division \$50,168.06, Economic Development \$23,753.52), plus approximately \$10,000 for installation costs to relocate the Information Technology and Economic Development Divisions to the first floor of City Hall. The Acting City Manager has the authority to make minor modifications to the plans, correct scriveners' errors and the like."