



## Durham County Government

### Agenda Action Form Supplemental Document – S. L. Warren Library Furniture Purchase

#### **Agenda Action Form Overview**

The Board is requested to authorize the County Manager to enter into contracts with the following furniture suppliers for the purchase of furniture, fixtures, and equipment (FF&E) related to the interior renovation of Stanford L. Warren Library located at 1201 Fayetteville Street, Durham, NC in the amount of \$342,349.80 plus 5% owner's contingency at \$17,117.49 and to execute any other related contracts, if necessary, not to exceed the budget of \$359,467.29. (See attached vendor quotes)

1. Storr Office Environments:	\$156,341.28 (shelving, bookcases, specialty seating, etc.)
2. Interior Elements:	<u>\$186,008.52</u> (task seating, tables, office workstations, etc.)

Furniture Subtotal:	\$342,349.80
Contingencies@5%:	<u>\$ 17,117.49</u>
Total:	\$359,467.29

#### **Background/Justification**

G.S. 143-129(e) allows local governments to be exempted from competitive bidding requirements in lieu of purchasing furnishings/equipment through group purchasing programs. This provides Durham County with the deepest discount possible for purchases under the respective purchasing programs.

The completed library project will make the interior spaces more inviting to encourage learning and engagement while providing increased efficiencies to the layout of the facility for patrons and employees alike. This is a challenging process given the footprint of the library will not be altered. However, through initial programming the design team consisting of library staff and RND Architects have managed to accomplish this very thing. Items of note include lower shelving for increased lighting, relocation of main circulation desk to a centralized location, increased computer station capacity for patrons, dedicated children and teens areas, improved sightlines throughout, multifunctional community meeting space with catering kitchen, improved lighting, increased storage for library programs, open plan office/workspace for library staff, and much more.

Many of the new furnishings have extensive lead times due to upholstering and fabrication which requires us to bring these contracts for approval in a timely manner to meet the anticipated occupancy schedule for the project. Interior renovations of S.L. Warren Library are currently underway and are scheduled for substantial completion in August 2024, with anticipated occupancy by staff the following month. This will require all furniture installations to be in place prior to occupancy by staff. The Library and Engineering Departments have collaborated with RND Architects and agree with their recommendation that the County proceed with the procurement of the items referenced in the attached proposals.

#### **Policy Impact**

Approval of these furniture purchase agreements for Stanford L. Warren Library is consistent with the Board's support of making Durham County Libraries and their resources available to the community.

#### **Procurement Background**

Proposed purchases from both vendors (Storr & I.E.) will be made via NC State Contract. G.S. 143-129(e) allows local governments to be exempted from competitive bidding requirements in lieu of purchasing furnishings/equipment through group purchasing programs.



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**Type of purchase**

- Goods
- Services
- Architect, Engineer or Surveyor Services, CM@R
- Construction and Repair

**Did this request for purchase go through a bid process? Yes  No**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*

*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes  No**

If no, why? \_\_\_\_\_

**Fiscal Impact**

Funding for these furniture purchases is within the Stanford L. Warren Library Upgrades CIP budget (Project No. 6110DC097), which was approved by the BOCC on October 9, 2023.

**Recommendation**

The County Manager recommends that the Board authorize the County Manager to enter into contracts with Storr Office Environments and Interior Elements for the purchase of furniture, fixtures, and equipment (FF&E) related to the interior renovation of Stanford L. Warren Library in the amount of \$342,349.80 plus 5% owner's contingency at \$17,117.49 and to execute any other related contracts, if necessary, not to exceed the budget of \$359,467.29.