

City of Blaine
Request for Council Action
Meeting Date: June 12, 2023

Subject: City Hall second floor furniture services.

Department: Public Works

Prepared By: _____
(Digital Signature)

Agenda Location: Consent Agenda Council Action Unfinished Business

Action Needed:

City council accept the proposal and authorize City Manager to execute the purchase order for furnishing City Hall's second floor and give staff the authority to use the associated general fund for the office furniture purchase.

Attachments:

1. National Business Proposal
-

Background/Summary:

The Public Works Department have received guidance from City Manager's Office to remodel City Hall's second floor to facilitate office space for staff. The additional office space will house staff from the Police Department (PD) and Public Works (PW). Blaine PD's Chief, Lieutenant, Clerk, and the evidence room will be moved from the existing location on H-street to the second floor. Blaine PW's Director, Project Manager, two Engineers and two Technicians will be moved from the existing Yew Avenue PW's Yard location to the City Hall's second floor.

This project will help provide better customer service by housing all the public facing city staff in one location.

The City Public Work's Department has identified the furniture needed to accommodate the staff and requested proposals for the office furniture.

Budget Implications: Current Budget New Budget Request Non-Budgetary

The furniture purchase will be applied to every fund.

Recommendation:

Public Works staff respectfully requests that City Council accepts the proposal and authorize the City Manager to execute the purchase order. The total amount required for all the furniture purchase is \$56,295.51 (including shipping and taxes).

Reviewed By:

City Manager _____ Finance Director _____ City Clerk _____
(Digital Signature) (Digital Signature) (Digital Signature)



NATIONAL BUSINESS FURNITURE

Quote # QL315847 (v1)

National Business Furniture, LLC

770 South 70th Street Milwaukee, WI 53214
 phone (800) 558-1010 x3443 fax: (800) 329-9349

Ship-To Address *gmcspadding@cityofblaine.com*

GARY MCSPADDEN
 PUBLIC WORKS DIRECTOR
 CITY OF BLAINE
 435 MARTIN ST STE 3000
 BLAINE, WA 98230
 (360) 543-3243

Source: 99
 Cat: 46
 Cust#: BB4571

Bill-To Address *gmcspadding@cityofblaine.com*

SAME

Item #	Qty	Description	Options	Lead Time	Catalog Price	Discount Price	Total Merch
223494	2	Lateral File w/Laminate Top	Black/Teak	6-7 Wks	\$699.00	\$543.20	\$1,086.40
223494	19	Lateral File w/Laminate Top	Black/Gray Maple	6-7 Wks	\$699.00	\$543.20	\$10,320.80
36140	1	Combo Locker No Legs 24x21	Medium Gray	5-7 Wks	\$779.00	\$623.20	\$623.20
40757	1	10' Racetrack Conf Table	Dark Cherry	6-7 Wks	\$2,099.00	\$1,679.20	\$1,679.20
40758	1	12' Racetrack Conference Table	Dark Cherry	6-7 Wks	\$2,499.00	\$1,999.20	\$1,999.20
44280	3	48" Round Table	Silver Laminate Top/Black Base	5-7 Wks	\$649.00	\$503.20	\$1,509.60
51539	18	Solid Fabric Stack Chair	Ink Fabric/Silver Vein Frame	5-7 Wks	\$129.00	\$100.00	\$1,800.00
57020	32	Mesh Back Chair Fabric Seat	Black Fabric Seat/Black Mesh Back/Black Frame	6-7 Wks	\$379.00	\$287.20	\$9,190.40
58147	1	U-Desk	Planed Teak	6-7 Wks	\$1,999.00	\$1,583.20	\$1,583.20

Merchandise	\$59,236.00
Total Discount	13,456.80
Merchandise Subtotal	45,779.20
Shipping	5,962.91
Installation	15,645.00
Subtotal	67,387.11
Total Tax	5,930.07
Order Total	\$73,317.18

Customer PO#: Quoted By: JOHN KUMMER Ext: 3443 On: 05/31/23 Page 1

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SAME

Item #	Qty	Description	Options	Lead Time	Catalog Price	Discount Price	Total Merch
86540	16	66"x78" L-Shape Steel Desk	Gray Washed Maple Laminate Top/Black Painted Steel Base	6-7 Wks	\$1,299.00	\$999.20	\$15,987.20

Important Information:

DELIVERY LEVEL - INSIDE DELIVERY, INSTALLATION AND DEBRIS REMOVAL

• Location Details:

CITY OF BLAINE

435 MARTIN ST STE 3000

BLAINE WA 98230

- BUSINESS/MILITARY BASE/RESIDENCE: business
- DOCK na RECEIVING AREA na ELEVATOR yes STAIR CARRY: yes 2 conference table will not fit into elevator
- INSTALLATION DAYS/HOURS: m-f 8am-4pm BUILDING RESTRICTIONS: na
- SECURITY OR COVID19 SPECIFIC PROTOCOLS ON SITE: na
- SERVICE LEVEL REQUIRED: FULL INSTALL

Merchandise	\$59,230.00
Total Discount	13,456.80
Merchandise Subtotal	45,779.20
Shipping	5,962.91
Installation	15,645.00
Subtotal	67,387.11
Total Tax	5,930.07
Order Total	\$73,317.18

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Important Information:

Pricing is based on items and quantities quoted. Any changes will affect quoted price.

Price reflects quoted discount, valid for 30 days from 5/31/2023, with the exception of dated sales and promos.

Sales Tax will be included only for shipments into locations where we are registered to collect sales tax. Customer may be liable for self-assessment if shipment is into a location where we are not registered to collect tax. If you feel any taxes are charged in error, please make sure we have received the proper exemption documentation. All documentation will be reviewed to ensure it meets state & local requirements prior to removing any taxes.

Need a copy of our W-9? Please visit our website at:
<https://www.nbf.com/Customer-Services/FAQs/Duns-and-Federal-Tax-Identification-Numbers>

Merchandise	\$59,236.00
Total Discount	13,456.80
Merchandise Subtotal	45,779.20
Shipping	5,962.91
Installation	15,645.00
Subtotal	\$51,742.11
Total Tax	\$4,553.30
Order Total	\$56,295.41

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