



## **CITY OF DORAL COUNCIL MEETING MEMORANDUM**

### **ITEM TITLE:**

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AUTHORIZING THE CITY MANAGER TO WAIVE THE COMPETITIVE BID PROCESS FOR THE PURCHASE OF FURNITURE FOR THE PUBLIC AFFAIRS DEPARTMENT NEW OFFICE FROM OFFICE FURNITURE WAREHOUSE (OFW), BASED ON A CONTRACT ENTERED INTO BY THE GENERAL SERVICES ADMINISTRATION (GSA) CONTRACT No. 47QSM23D08Q6 IN AN AMOUNT NOT TO EXCEED FORTY THOUSAND DOLLARS AND 00/100 (\$40,000.00); AUTHORIZING THE CITY MANAGER TO EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY IN FURTHERANCE HEREOF; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE

### **DEPARTMENT RECOMMENDATION:**

Approval

### **BRIEF HISTORY:**

As the City continues to grow, there is a need for the City's Government Center to adapt and transform in order to address the needs of a growing staff and ensure that the best possible service is provided to the community. In 2014 and 2021 the City of Doral performed space planning studies for the Government Center in order to provide guidance for future improvements to the facility. This plan was modified throughout the years to meet budget requirements. Throughout this process, the topics of securing the facility, upgrading the security systems, and improving operating practices have been a top priority.

During Fiscal Year 2024-25, the City Manager's Office provided a directive to the Public Works Department (PWD) to recondition the existing Office area in the northeast side of the first level within the Government Center Building and to address current needs of Public Affairs Department. The proposed concept includes two offices for the Director, the Assistant Director and ten workstations for Public Affairs staff.

The PWD requested a proposal from Office Furniture Warehouse (OFW) for the furniture design/ layout of the mentioned areas. OFW, Inc. submitted the attached proposal which includes the design, layout, and installation of the office furniture for the proposed areas in an amount not to exceed \$32,856.81.00. OFW, Inc. is an existing provider for the City and is part of the cooperative purchasing contracts issued by the State of Florida and General Services Administration (GSA) Contract No. 47QSM23D08Q6.

By Sec.2-322 of Ord. No. 2023-05 Governmental contracts and other cooperative procurements and contracts, the purchases described in this section shall be made without additional competitive procurement, provided that the funding has been appropriated and the purchase has been authorized by City Manager.

In the current Fiscal Year this vendor already provided furniture for IT, HR, Building and Police Departments. With the proposed furniture purchase the City Manager's \$50,000 approval threshold will be surpassed and as such City Council approval is required.

The Public Affairs Department has not chosen the furniture required for the recording studio, as such a contingent amount is needed as per discussions with the Procurement Director and the Public Affairs Director. City Staff respectfully request the authorization for the City Manager to purchase all the needed furniture for the Public Affairs new work area in an amount not to exceed \$40,000.00.

**LEGISLATIVE ACTION: (IF APPLICABLE)**

Date:	Resolution/Ordinance No.	Comments

**FINANCIAL INFORMATION: (IF APPLICABLE)**

No.	Amount	Account No.	Source of Funds
1.	\$40,000.00	301.80005.500620	
2.			
Total:	\$40,000.00		
<b>Fiscal Impact Statement:</b> The proposed item has a fiscal impact on expenditures of \$40,000.00.			

**STRATEGIC PLAN ALIGNMENT:**

This item follows the Exceptional Service strategic initiative of the City's Strategic Plan.

**ATTACHMENT(S):**

- A. Proposal.
- B. Draft Resolution.