



Date of Memo: April 17, 2023
Current Meeting: April 20, 2023
Board Meeting: April 27, 2023

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Chief Administrative Assistant Charlie Carlino
SUBJECT: Consideration and approval of furniture purchase for IPTC East Campus facility

ACTION ITEM A – 4

RECOMMENDATION:

In a manner consistent with IPTC procurement and contract award standards, it is requested that the Board authorize President/CEO Inez Evans to enter into a contract with Commercial Office Environments (COE) for new furniture for IPTC East Campus facility Building “A” and Building “B” for an amount not to exceed \$109,735.06.

BACKGROUND:

With the purchase of our new East Campus headquarters facility, and construction of the necessary renovations within that facility, additional furniture is needed to complete areas throughout the facility. At the December 2021 Board meeting, the Board approved an award to RJE Business Interiors (RJE) for new furniture for East Campus. Through the course of that engagement, some products and services were found not to meet our expectations and it was determined to fulfill the balance of our furniture needs through new vendors.

A committee of five (5) staff members throughout various departments of IPTC was assembled and RFQ 22-10-466 was released on October 12, 2022. A virtual pre-proposal meeting was held with perspective bidders on October 24, 2022 with questions from potential bidders’ due back to IPTC by October 28, 2022. There were three (3) responses to the RFQ with two (2) bids and one (1) no bid. The RFQ was closed on November 18, 2022.

The selection committee visited the showrooms of Business Furniture (BF) and COE on December 15, 2022 to get a look and feel of the items that have been selected by IPTC staff and placed into the RFQ. After these visits, the selection committee scored and deemed both BF and COE as “qualified” and they both were notified of this qualification on December 22, 2022.

DISCUSSION:

In late January 2023, IPTC was contacted by local law firm Frost Brown Todd in regard to furniture they had at their current location while getting ready to move into a new facility. Frost Brown Todd was kind and generous enough to allow some IPTC team members to visit the location they were vacating and tag any office furniture we would like to have donated to IPTC for no charge to the agency. This donated furniture is estimated to have saved IPTC approximately \$200,000-\$500,000 and was enough to allow IPTC to start to furnish offices and other workspaces at our East Campus facility before needing to place an order for new furniture, thus creating a smaller furniture bid package than was originally expected. Without this donated furniture, it was anticipated that IPTC staff would have needed to ask the Board for approval of over \$400,000 for our furniture needs, not including furniture that was donated to IPTC.

After reviewing inventory of our furniture, it was determined that we would release two (2) separate bid packages to the qualified vendors for quoting. “Package 1” included one (1) office desk setup and 37 desktops to complete some

incomplete desks from our initial furniture purchase from RJE. This package was released on March 07, 2023 and was awarded to the low bidder, COE. "Package 2", which we are asking your approval for, includes ancillary items needed throughout the facility such as, but not limited to, tables and chairs for offices, conference rooms, and break rooms, and cable management systems. COE was the sole bidder for "Package 2".

ALTERNATIVES:

The Board could choose to not enter into a contract with COE; however, IPTC would need to accommodate staff furniture needs by potentially leasing furniture and/or revising staff move-in schedules.

FISCAL IMPACT:

Funding for this procurement is from IPTC local funds.

DBE/XBE DECLARATION:

COE is a 100% women owned business.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on April 20, 2023.