



Date: November 29, 2021
Current Meeting: December 02, 2021
Board Meeting: December 09, 2021

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Senior Director of Capital Assets and Facility Modernization LaTeeka Washington
SUBJECT: Consideration and approval of new facility new furniture – RJE Business Interiors

ACTION ITEM A – 9

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 a contract with RJE Business Interiors, for new furniture for new facilities, East Campus Administration, East Campus B Building for an amount not to exceed \$597,337.

BACKGROUND:

With the purchase of new facilities and construction of the necessary renovations, furniture is needed for staff to occupy. The furniture will be installed in two phases, one for each building: Phase 2 – East Campus Administration and Phase 3 – East Campus B Building. Phase 1 is being awarded separately.

DISCUSSION:

The contract will cover the duration of the two buildings' installation. The vendors had an opportunity to bid on each phase individually or combined, with alternates. This was a best value procurement with scoring applied for quality/warranty, bid cost, implementation, and references/past performance.

Project construction schedules were provided for each facility phase for planned coordination of installation. A question-and-answer period was provided, and one addendum was issued to obtain the most accurate proposals possible. The agency's independent cost estimates for the project reflected recently increasing material and labor costs.

The recommended vendor is RJE Business Interiors. Their bid is within the independent cost estimate.

ALTERNATIVES:

The Board could choose not to contract as recommended; 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 IPTC local funds.

DBE/XBE DECLARATION:

The project is not federally funded so no DBE goal is set, however XBE participation goals have been set at 15% MBE, 8% WBE, 3% VBE and 1% DOBE.

RJE has contracted with Seven Points (DOBE) to perform logistics and project management; Allied Healthcare Solutions - AHS (MBE & VBE) to perform Installations; and A.G. Maas (XBE) to perform order management.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on December 2, 2021.