

City of Santa Fe, New Mexico

memo

DATE: April 24, 2014

TO: City Council

FROM: Robert Rodarte, Officer
Purchasing Division



ISSUE: Request for Ratification: Procurement of New Furniture for the Police Department Building Expansion:
Vendor: Creative Interiors, Inc. (Santa Fe)
Procurement Source: City of Santa Fe Bid 13/12/B:

SUMMARY:

The Purchasing Division is requesting **ratification** for the procurement of new office furniture for the Police Department's building expansion. On March 31, 2014, the City Manager authorized the immediate purchase of the needed furniture based on the following.

- CIP #211-Titled Police Department Improvements Phase III. Vendor Sarcon Construction is scheduled to receive "CERTIFICATE OF OCCUPANCY", on June 6, 2014.
- The manufacturer of the new office furniture requires a lead time of 8-10 weeks.
- Following the current Finance and City Council schedule would have added six additional weeks before the standard approval could have been obtained on April 30, 2014.
- The Police Department is currently experiencing overcrowding in secure and sensitive areas of the existing building along with having to relocate several employees to other locations such as Market Station.
- The immediate approval by the City Manager will allow the manufacturer to have the furniture available for installation by the first week of June 2014.
- Creative Interiors is an awarded furniture vendor on City of Santa Fe, Bid # 13/12/B, which was approved by the City Council on February 26, 2014.

This decision by the City Manager is supported in City of Santa Fe Purchasing Manual Section 17: Titled Emergency Procurements which allows him to take action on a condition of this nature:

17.2

Definition of Emergency Conditions. An emergency condition is a situation which creates a threat to public health, welfare, safety or property. The existence of such condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

- a. the functioning of the government;
- b. the preservation or protection of property; or
- c. the health and safety of any person.

The entire Emergency Procurement section of the Purchasing Manual is attached for your review.

ACTION:

It is requested that this immediate purchase award to Creative Interiors, directed by the City Manager in the best interest of the City Police Department, be **ratified** by the City Council.

Attachments:

Purchasing Manual: Section: 17

17. EMERGENCY PROCUREMENTS

17.1 Application. The provisions of this regulation apply to procurements made under emergency conditions that will not permit regular procurement processes to be used.

17.2 Definition of Emergency Conditions. An emergency condition is a situation which creates a threat to public health, welfare, safety or property. The existence of such condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

- a. the functioning of the government;
- b. the preservation or protection of property; or
- c. the health and safety of any person.



17.3 Scope of Emergency Procurements. Emergency procurements shall be limited to those services, construction or items of personal tangible property necessary to meet the emergency.

17.4 Authority to Make Emergency Procurements. The Purchasing Director may authorize an emergency procurement when an emergency condition arises, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. If such an emergency occurs after normal working hours, the using department must obtain the emergency purchase order as soon as possible the next working day, and document all necessary information concerning the emergency procurement.

17.5 Procedure. The procedure used shall be selected to assure that the required services, construction or items of tangible personal property are procured in time to meet the emergency. Given this constraint, such competition as is practical under the circumstances shall be obtained. If at all practical, emergency procurements over \$50,000 should be submitted to the City Council for its approval before the transaction. If not practical, the City Council shall be informed of the procurement over \$50,000 at the next scheduled meeting.



17.6 Written Determination Required. A written determination of the basis for the emergency procurement shall be included in the procurement file.

City of Santa Fe, New Mexico

memo

DATE: March 31, 2014

TO: Brian K. Snyder, City Manager *BKS*
Marcos Tapia, Finance Department Director *MT*

VIA: *Isaac J. Pino*
Isaac J. Pino, P.E., Public Works Department Director
David Pfeifer, Facilities Division Director *DP*
Robert Rodarte, Purchasing Division Director *RR*

FROM: LeAnn Valdez, Project Administrator *LAV*

*CREATIVE INTERIORS
IS LOW BID.
TBS*

ISSUE:

CIP#211- Police Department Improvements Phase III – Creative Interiors, Inc. in the amount of \$149,939.57

SUMMARY:

City Council approved the Bid Award and Contract for the above noted project to Sarcon Construction Corporation on December 11, 2013. The contract amount is \$665,147.26 plus \$54,458.93 gross receipt tax at 8.1875%, for a total contract amount of \$719,606.19.

Due to the long lead time for ordering the furniture, we are asking for approval from you to order the furniture immediately, so as to not delay moving of the employees back. Due to the overcrowding they are experiencing during this construction, will you consider this request in the best interest of the City?

The Purchasing Officer has reviewed and approved the use of the Bid Award. As required by the Purchasing Rules, if approved by you we will bring the purchase information to the next Governing Body meeting of April 9th, 2014 for ratification.

SCHEDULE

The contractor has scheduled the Certificate for Occupancy to be June 6, 2014.

BUDGET

Funds are available from Police Facilities Design funds, Business Unit #32209.572970 – WIP Construction.

ACTION:

Please approve the ratification to use of bid award #13/12/B in the amount of \$149,939.57 with Creative Interiors Inc. as recommended.

Attachments:

Bid Tabulation Sheet
Quote

xc/Project File

City of Santa Fe, New Mexico

memo

DATE: March 18, 2014

TO: Public Works Committee

VIA:

Isaac J. Pino, P.E., Public Works Department Director
David Pfeifer, Facilities Division Director

FROM: LeAnn Valdez, Project Administrator

ITEM AND ISSUE:

CIP#211- Police Department Improvements Phase III – Furniture

- Request approval to use contract bid #13/12/B with Creative Interiors Inc. in the amount of \$149,939.57 inclusive of NMGRT.

SUMMARY:

The City Council, at its meeting of December 11, 2013, approved the Bid Award and Contract for the above noted project. The contract amount is \$665,147.26 plus \$54,458.93 gross receipt tax at 8.1875%, for a total contract amount of \$719,606.19.

On January 6, 2014 the City issued a Notice to Proceed for improvements at the Police Department.

The Facilities Division is requesting approval to use contract bid #13/12/B with Creative Interiors, Inc.

SCOPE OF WORK:

Police Station Improvements is located at 2515 Camino Entrada at Cerrillos Road and Camino Entrada. The Scope of Work includes but limited to:

- Provide furniture needed to furnish the new addition to the Police Department.

Request for Approval
Bid #13/12/B
Creative Interiors, Inc.
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BUDGET:

Funding is available in Police Station – Business Unit No. 32209.572970

SCHEDULE:

Substantial Completion will be achieved on September 2, 2014.

RECOMMENDED ACTION:

Approval to use Bid# 13/12/B with Creative Interiors, Inc., to purchase furniture for the new addition at the Police Station in the amount of \$149,939.57.

Attachments:

Bid Tabulation Sheet
Quote & Itemization

xc/Project File

Creative Interiors Inc.

City of Santa Fe Police - Furniture for Renovation

Date: 2/21/2014	Designer: Anna Lewis
Client: Rich Bemis	Phone: 983-3384
Organization: City of SF - Police Station	Fax: 983-3385
Client Phone: (505) 690-0360	

ITEM	QTY	DESCRIPTION	UNIT	EXTENDED		
1	1	<p>(Lot) Teknion Furniture for the Santa Fe Police Renovation see attached drawings and specifications</p> <p style="text-align: center;">CITY OF SANTA FE RFB # 13-12-B</p> <p><u>Purchase Order Must be Made to:</u> Creative Interiors Inc, Vendor Number 00262598 1030 Agua Fria Street Santa Fe, NM 87501 (505) 983-3384 phone (505) 983-3385</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Approval Signature</td> <td style="width: 50%;">Date</td> </tr> </table> <p>A 50% Deposit and Signature above is required to place this order Balance will be billed at delivery. This Signature Authorizes Purchase of Furniture In the amount listed. If a P.O. is required prior to ordering Creative Interiors will then place furniture order when P.O is received from client or purchasing agent.</p>	Approval Signature	Date		\$149,939.57
Approval Signature	Date					

FREIGHT/RECEIVING/WAREHOUSING	incl.
DELIVERY/INSTALLATION	incl.
NM SALES TAX (IF APPLICABLE)	incl.
GRAND TOTAL	\$149,939.57

TERMS & CONDITIONS: THIS QUOTE IS VALID FOR THIRTY (30) DAYS FROM ISSUE DATE.

A non-refundable 50% deposit is required to place this order. Creative Interiors Inc. (seller) retains full security interest of all items listed in this contract until the entire balance is paid in full. Buyer agrees to take delivery and to pay the entire balance due within the terms of this contract. Payment terms are from date of invoice. Invoices are issued upon arrival of goods to shipping point of destination. Buyer's inability to accept the receipt, delivery and/or installation of goods does not alter the payment terms of this contract. If Buyer is not able to accept delivery of goods, Buyer agrees to pay additional storage and handling fees that may incur. Installation charges are subject to change due to unanticipated or unusual site conditions. Weekend or holiday installation will be invoiced at time-and-one-half rate. Seller does not guarantee arrival of goods from manufacturer within any particular time period. The contract is non-cancelable. All sales are final. Seller is under no obligation to provide refunds or exchanges.

1030 Agua Fria Street Santa Fe, NM 87501 ▪ (505) 983-3384 phone (505) 983-3385 fax