



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1718-97

File ID: K-1718-97

Type: Contract

Status: Consent Item

Version: 2

Reference: Item 11

In Control: City Council

Department: City Manager
Department

Cost: \$2,562.99

File Created: 03/06/2018

File Name: NPL East Furniture Installation

Final Action:

Title: CONSIDERATION OF AWARDING BID 1718-41, GROUPS H AND J, AND APPROVAL OF CONTRACT K-1718-97 BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND PINNACLE DESIGN GROUP, LLC IN THE AMOUNT OF \$2,562.99 FOR INSTALLATION OF FURNITURE AND ACCESSORIES, GROUPS H AND J, AT NORMAN PUBLIC LIBRARY EAST.

Notes: ACTION NEEDED: Acting as the Norman Municipal Authority, motion to accept or reject all bids meeting specifications; and, if accepted, award the bid in the amount of \$2,562.99 to Pinnacle Design Group, L.L.C. as the lowest and best bidder meeting specifications for Groups H and J; approve Contract K-1718-97; authorize execution of the contract and the Mayor to sign Performance Bond B-1718-57, Statutory Bond B-1718-58, and Maintenance Bond MB-1718-40 contingent upon the City Attorney's approval; and direct the filing of the bonds.

ACTION TAKEN: _____

Agenda Date: 03/13/2018

Agenda Number: 11

Attachments: Text File, Bid Tab, NPL Group H & J Bid Specs, Furniture Plan, Contract, Maintenance Bond, Performance Bond, Statutory Bond

Project Manager: Terry Floyd, Development Coordinator

Entered by: terry.floyd@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File K-1718-97

Body

BACKGROUND: On 6 October 2015, Norman citizens passed the NORMAN FORWARD Initiative funding a variety of projects through a ½ cent sales tax increase over 15 years. Included in the Norman Forward Initiative was a project to construct a new Library Branch on East Alameda St. near Fire Station #9. This Library will also be a Leadership in Energy and Environmental Design (LEED) Certified project, with native plants and grasses incorporated into the landscaping. The East Branch Library construction has been underway since the spring of 2017, and is scheduled to open this summer. As the construction progress continues it was timely to move forward with ordering and installing furnishings.

The 12,000 square foot (sq. ft.) Norman Public Library East Branch will include 3,700 sq. ft. of adult/teen space (with 38 reader seats and 20 computer stations), 1,100 sq. ft. of children's space, a public meeting room with seating for 100, study room, public/staff meeting room, tablet lending services, staff space and public area open seating. This item asks Council to award bids for these furnishings.

DISCUSSION: Bid 1718-41 was advertised in The Norman Transcript, on January 16 and January 23, 2018. The bid was opened on February 6, 2018. Four (4) bids were received. The bid package included nine (9) different furniture groups that bidders could bid either individually or collectively.

These groups are as follows:

- Group A (Community): Lectern
- Group B (Freshcoat): Small accessory chairs
- Group C (JSI): Study tables
- Group D (Keilhauer): Visitor/public area seats and table
- Group E (Leland): Hard-backed chairs, chair dolly and tables
- Group F (Mitylite): Fold-out tables and table transport cart
- Group G (MJ Industries): Library Shelving
- Group H (Watson): Markerboards
- Group J (Shaw): Carpet tile for Children's Area rug

* note: Group I was not categorized in this bid

Due to bidders having the option to bid any or all groups, bid totals varied, and groups could be awarded individually or in portions. PDG, LLC is the low bidder for Groups H and J, for a contract total of \$2,562.99. The contract includes the products specified in the group, delivery and subsequent installation of the product, along with a one-year warranty.

In total, \$382,500 was budgeted for the furniture, fixtures and equipment (FFE) budget on the East Library. In total, including other bid groups to be awarded (Groups A-G); bids were \$204,908.63 under the estimated FFE budget. These purchases are being made directly by the Norman Municipal Authority and are therefore sales tax-exempt.

Contract K-1718-97 provides for a delivery and installation date in 94 days after issuance of notice to proceed. It is anticipated that furniture will be delivered and installed in mid-June 2018; with liquidated damages of \$500 per day should the project not be completed on time.

RECOMMENDATION NO. 1: It is recommended that the Norman Municipal Authority award Bid 1718-41, Group H and Group J for installation of furniture accessories to Pinnacle Design Group, LLC in the amount of \$2,562.99. Funds are available in East Branch Library, Materials (account 051-9507-455.61-01; project NFB017)

RECOMMENDATION NO. 2: It is further recommended that Contract K-1718-97 be approved and the Mayor/NMA Chair be authorized to sign Performance Bond B-1718-57, Statutory Bond B-1718-58, and Maintenance Bond MB-1718-40.