



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1819-138**

**File ID:** K-1819-138

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item 11

**In Control:** City Council

**Department:** City Manager  
Department

**Cost:** \$30,047.79

**File Created:** 04/01/2019

**File Name:** Group L furniture for Central Library

**Final Action:**

**Title:** CONSIDERATION OF AWARDING BID 1819-48, GROUP L; APPROVAL OF CONTRACT K-1819-138 BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND MERRIFIELD OFFICE AND SCHOOL SUPPLY, INC., IN THE AMOUNT OF \$30,047.79 FOR THE PURCHASE AND INSTALLATION OF FURNITURE AND ACCESSORIES FOR THE NORMAN PUBLIC LIBRARY CENTRAL.

**Notes:** ACTION NEEDED: Acting as the Norman Municipal Authority, motion to accept or reject all bids meeting specifications on Group L; and, if accepted, award the bid in the amount of \$30,047.79 to Merrifield Office and School Supply, Inc., as the lowest and best bidder meeting specifications on Group L, approve Contract K-1819-138 and authorize the execution thereof.

ACTION TAKEN: \_\_\_\_\_

**Agenda Date:** 04/09/2019

**Agenda Number:** 11

**Attachments:** Group L, Signed Merrifield Contract - 4-4-19, PR  
Merrifield.pdf

**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-1819-138

Body

**BACKGROUND:** On 6 October 2015, Norman citizens passed the NORMAN FORWARD Initiative funding a variety of projects through a ½ percent sales tax increase over 15 years. Included in the Norman Forward Initiative was a project to construct a new Central Library Branch, north of Acres St. 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 Central Library construction has been underway since the June 2017, and is scheduled to open late summer 2019. As the construction progress continues it was timely to move forward with ordering and installing furnishings.

The 80,000 square foot (sq. ft.) Norman Public Library Central will include adult/teen spaces, children's space, a public meeting room with seating for 300, 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 1819-48 was advertised in The Norman Transcript on February 12 and February 19, 2018. The bid was opened on March 5, 2019; nine (9) bids were received. The bid package included thirty (30) different furniture groups that bidders could bid either individually or collectively.

These groups are as follows:

Group AA (3Branch): Magazine Box  
Group B (Allemuir): Chair Type  
Group C (Andreu World): Chair Type  
Group D (Bernhardt): Lounge Chairs/Furniture  
Group E (Blu Dot): Wood Tables  
Group F (Demco): Laminator Cart Stand  
Group G (Etsey): Library Shelving  
Group H (Global Industrial): Chair Cart, Folding Truck, Mobile Work Bench  
Group J (Home Depot): Kitchen Utility Table  
Group K (Kelihauer): Chair Type  
Group L (Lyon): Storage Cabinets, Storage Racks  
Group M (Mohawk Group): Area Rug Type  
Group N (Naughtone): Chair Type, Couch Furniture  
Group O (Orange22): Bench Type  
Group P (Paul Brayton): Chair Type  
Group Q (Peter Pepper Products): Trash/Recycling Bin  
Group R (Rubbermaid): Waste Baskets  
Group S (Rypen): Table Type  
Group T (Sandler Seating): Chair/Stool Type  
Group U (Scandinavian Spaces): Stool Types  
Group V (School Specialty): Area Rug Type  
Group W (Softline): Chair Type  
Group X (Spring Board): White Boards  
Group Y (Stylex): Chair Type  
Group Z (TMC): Children's Chair Type  
Group AA (Today's Classroom): Rug Holder  
Group BB (Uline): Workstation, Cashier's Mat  
Group CC (Vondom): Outdoor Chair Type  
Group DD (Lakeshore Learning): Children's Learning Toys  
Group EE (Custom Upholstery): Furniture Cushion Type

*\* Note: Group I was not categorized in this bid*

*\*\* No bids were received for Group AA (Today's Classroom). This item (approximately \$500 in cost) can be purchased by the City within the administrative purchasing limits as set forth in City Ordinances.*

Due to bidders having the option to bid any or all groups, bid totals varied, and groups could be awarded individually or in portions. Merrifield Office and School Supply, Inc. is the low bidder for Group L for a contract total of \$30,047.79. The contract includes the products specified in the groups, delivery and subsequent installation of the product, along with a one-year warranty.

Due to the needed lead time to order the furniture included in the bid package in time for the contract delivery date, bids are being recommended for award at this time.

In total, \$2,900,250 was budgeted for furniture, fixtures and equipment (FFE) for the Central Library project. For the groups included in the bid (Groups A - EE), the consultant's estimate was \$922,000. In total (i.e. for Groups A-EE) the bids recommended for contract award total \$839,254.04; \$82,745.96 below the consultant's estimate. Including the interior signage package (\$23,726) and quoted cost for other FFE items being purchased through

state contracts and sole-source items, the entire FFE budget will total \$2,294,669.10; \$605,580.90 under the original FFE budget.

Contract K-1819-138 provides for a delivery and installation date within 30 working days; specified as August 1-September 12, 2019, with liquidated damages of \$500 per day should the project not be completed on time.

**RECOMMENDATION NO. 1:** It is recommended that the City Council/Norman Municipal Authority award Bid 1819-48, Group L for installation of furniture accessories to Merrifield Office and School Supply, Inc. in the amount of \$30,047.79 Funds are available in Norman Central Library, Materials (account 051-9507-455.63-01; project NFB016)

**RECOMMENDATION NO. 2:** It is further recommended that Contract K-1819-137 be approved.