



## MEMORANDUM

**To:** Mayor and City Council

**From:** Alexis Wellborn, Cozby Library Manager

**Via:** Jessica Carpenter, Director of Community Experiences

**Date:** April 9, 2024

**Reference:** Consider approval of a purchase of office furniture for the Cozby Library and Community Commons from Office Depot Professional (ODP) Business Solutions Workspace Interiors through OMNIA, Contract Region 4, Contract #R191812, in the amount of \$94,548.49, as budgeted; and authorizing the City Manager to sign any necessary documents.

**2040:** Perpetuate a Learning Environment

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### Introduction:

The purpose of this agenda item is to seek approval for the purchase of office furniture from Office Depot Professional (ODP) Business Solutions Workspace Interiors through OMNIA, Contract Region 4, Contract #R191812, for replacement of exiting office furniture at the Cozby Library and Community Commons in the amount of \$94,548.49, as budgeted.

### Background:

The current library furniture in the employee workspace is nearly 30 years old, having been installed with the original library building in 1995. Over time, the furniture has become less durable due to multiple moves and less functional with modern technology that requires cord management. In its current state, it is not optimal for the amounts and types of work needing to be done at each station. In addition, the clerks do not have enough workspace in the current setup of the AMH (Automatic Materials Handler) room. The addition of two more workspaces will allow for higher productivity and better organization of library materials.

The scope of items in the base bid items of the contract includes twelve librarian and technician workstations, 4 AMH room workstations, 4 offices, wall paneling, and additional storage space for the Administrative Services Coordinator (ASC) workspace.

This contract was awarded to ODP Solutions through the Omnia Partners Cooperative for a total of \$94,548.49:

- AMH Room: \$18,410.60 for 4 workstations and customized storage solutions
- Team Workstations: \$50,440.10 for 12 workstations, storage and cord management solutions
- Administrative Offices: \$25,697.79 for 4 administrative workstations, 1 shared desk space, and table

**Benefit to the Community:**

The main benefit to the community is that the staff will have an updated, modern office space that is functional and allows for higher productivity. We will continue to provide exemplary customer service and enjoyable programs for the entire community to enjoy.

**Legal Review:**

Item has been reviewed by legal.

**Fiscal Impact:**

The total fiscal impact of this agenda item is \$94,548.49, as budgeted in the General Fund.

**Recommendation:**

The Community Experiences Department recommends approval of this item.