



## Cover Memorandum/Staff Report

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**File #:** 24-839

**Agenda Date:** 6/18/2024

**Item #:** 6.1.8.

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**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Public Works Director  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** June 18, 2024

APPROVAL OF RESOLUTION NO. 133-24 TO ISSUE A PURCHASE ORDER TO BERWIN, INC. DBA J.C. ARCHITECTURAL INTERIOR PRODUCTS FOR THE PURCHASE OF OFFICE FURNITURE FOR HUMAN RESOURCES UTILIZING STATE OF FLORIDA ALTERNATE CONTRACT SOURCE (ACS) CONTRACT NO. 56120000-24-NY-ACS, IN THE AMOUNT OF \$52,339.65.

**Recommended Action:**

Motion to approve Resolution No. 133-24 to issue a Purchase Order to Berwin, Inc. dba J.C. Architectural Interior Products for the purchase of Office Furniture for Human Resources utilizing State of Florida Alternate Contract Source (ACS) Contract No. 56120000-24-NY-ACS, in the amount of \$52,339.65.

**Background:**

On December 5, 2023, the State of New York, Office of General Services, competitively procured Group 20915 Furniture, All Types (except Hospital Room and Patient Handling), and awarded Contract No. PC70219 Furniture, All Types (Master Contract), with Jasper Seating Company, Inc.

The State of Florida Department of Management Services is authorized by section 287.042(16), Florida Statutes, to evaluate contracts let by the Federal Government, another state, or a political subdivision for the provision of commodities and contract services. On April 10, 2024, Alternate Contract Source No. 56120000-24-NY-ACS Furniture, All Types (Contract), between the Department of Management Services and Jasper Seating Company, Inc. was issued. The term currently ends on December 1, 2028, and has up to five (5) years of renewals available.

The Public Works Department is currently managing the reconstruction of the Delray Beach Seaboard Air Line Railway Station (Public Works Project 16-080). Following completion of this project, the Wellness Clinic and Human Resources Department will move into the renovated location.

This request is for the purchase of new furniture needed to outfit the building for the move of the Human Resources Department from City Hall in the amount of \$52,339.65. While this purchase amount is under the City Commission threshold, it is being brought forward to the Commission for full disclosure and approval because the spending with this contractor in this fiscal year amounts to over \$65,000.

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval Required and Purchasing Policies, Accessing Contracts from Other Government Agencies and Not-

for-Profit Organizations.

**Attachments:**

1. Resolution No. 133-24
2. Simple Legal Review
3. J.C. White Quote
4. Jasper Reseller Information Form
5. ACS Contract No. 56120000-24-NY-ACS
6. Master Contract No. PC20219

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Funding is available from account number 377-41-361-519.63-90 (Capital Outlay Other Improvements)

**Timing of Request:**

Prompt approval of this resolution is requested as there is a 6-week lead time for delivery of the furniture.