

MOTION:

SECOND:

RE: AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A FURNITURE PURCHASING AGREEMENT WITH FRANK PARSONS VIA A NATIONAL COOPERATIVE CONTRACT ADMINISTERED BY OMNIA PARTNERS, PUBLIC SECTOR

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission (“PRTC” or “Commission”) recently received an occupancy permit for the newly constructed OmniRide western facility; and

WHEREAS, eight (8) employees have been assigned to work at the western facility; and

WHEREAS, office furniture for the western facility needs to be procured; and

WHEREAS, staff has identified Frank Parsons, an office supply and furniture supplier, to procure office furniture from via a National Cooperative Contract, administered by OMNIA Partners, Public Sector for government entities; and

WHEREAS, a quote for \$150,000 was received for office and conference room furniture; and

WHEREAS, staff is recommending a 10 percent contingency for an amount not to exceed \$160,000; and

WHEREAS, this amount exceeds the Executive Director’s spending authority; and

WHEREAS, office furniture for staff would be purchased initially, with the purchase of conference room furniture occurring at a later date when necessary; and

WHEREAS, the funding for the furniture purchase is included in the approved FY21 budget.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the Executive Director to enter into a furniture purchasing agreement with Frank Parsons for office and conference room furniture for the newly constructed OmniRide western facility in an amount not to exceed \$160,000.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



October 29, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director

A handwritten signature in black ink, appearing to read "R. Schneider", is placed next to the name and title of the sender.

SUBJECT: Authorize the Executive Director to Execute a Furniture Purchasing Agreement with Frank Parsons via a National Cooperative Contract Administered by OMNIA Partners, Public Sector

Recommendation:

Authorize the Executive Director to execute a furniture purchasing agreement with Frank Parsons via a National Cooperative Contract administered by OMNIA Partners, Public Sector.

Background:

The Potomac and Rappahannock Transportation Commission ("PRTC" or "Commission") authorized the Executive Director to enter into a two (2) year lease for additional office space in October 2018 to accommodate staff while the OmniRide western facility was under construction. Once construction was completed, some staff would be relocated to the western facility freeing up office space at the OmniRide Transit Center so the leased office space would no longer be necessary. The lease expires on November 30, 2020 and will not be renewed.

The western facility construction has been completed and PRTC recently received an occupancy permit from Prince William County. Currently eight (8) employees are assigned to the western facility and are in the process of moving their offices to the new facility. They will be using some of the conference room tables that were recently replaced and folding tables as desks until furniture can be purchased. In the coming weeks, employees working at the leased office space will relocate to the Transit Center.

Management is working with Frank Parsons, an office supply and furniture supplier, to design maximum use of the western facility office space and to purchase office furniture. Frank Parsons is a party to a National Cooperative Contract administered by OMNIA Partners, Public Sector for government entities. A quote in the amount of \$150,000 was received for furniture for all of the offices and conference rooms. Management's plan is to purchase office furniture for employee functions only at this time. Conference room furniture would be purchased at a later date when use of those rooms becomes necessary. Keolis Transit America, PRTC's bus and

maintenance services contractor, will be responsible for purchasing office furniture for their areas of the facility.

While the cost of office furniture for employees is within the Executive Director's spending authority of \$100,000, the cost of office furniture and conference room furniture combined exceeds this purchasing authority. Therefore management is seeking the Commission's authorization for the Executive Director to purchase office furniture at this time and to purchase conference room furniture when necessary without additional authorization from the Commission.

Fiscal Impact:

Management recommends adding a 10 percent contingency to the furniture quote for an amount not to exceed \$160,000. Funding for the western facility furniture is included in the approved FY21 budget.

Federal:	\$0	
State:	\$0	
Local:	\$160,000	
	Fredericksburg:	\$0
	Manassas:	\$4,200
	Manassas Park:	\$2,100
	Prince William:	\$153,700
	Spotsylvania:	\$0
	Stafford:	\$0
Total:		<hr/> \$160,000