

**A SUBSTITUTE RESOLUTION  
BY FINANCE/EXECUTIVE COMMITTEE**

**A SUBSTITUTE RESOLUTION AUTHORIZING THE CHIEF PROCUREMENT OFFICER TO UTILIZE THE STATE OF GEORGIA CONTRACT NUMBER GS-28F-0013FK3 WITH MAXON FURNITURE, INC. FOR THE PURCHASE OF OFFICE FURNITURE ON BEHALF OF THE DEPARTMENT OF AVIATION IN AN AMOUNT NOT TO EXCEED \$112,554. ALL CONTRACTED WORK WILL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND DEPARTMENT 5502 (AIRPORT RENEWAL AND EXTENSION FUND) 5414002 (FACILITIES OTHER THAN BUILDINGS/INFRASTRUCTURE) 180201 (M.I.S.); AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Atlanta (“City”) Department of Aviation, desires to purchase furniture for new offices, cubicles, reception and conference room to house 20 new staff members. This includes but is not limited to: 16 workstations, 4 offices, new conference room, and reception area furniture; and

**WHEREAS**, pursuant to the City’s Procurement and Real Estate Code of Ordinances §2-1606, the Chief Procurement Officer may procure supplies, services or construction items through contracts established by the purchasing division of the State where such contracts and contractors substantially meet the requirements of this article; and

**WHEREAS**, the General Manager of the Department of Aviation and the Chief Procurement Officer recommend utilizing the State of Georgia Contract number GS-28F-0013FK3 with Maxon Furniture, Inc. to purchase office furniture to accommodate current and future employees assigned to the Information Services Division.

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES**, that the Chief Procurement Officer is hereby authorized, pursuant to § 2-1606 of the City of Atlanta Code of Ordinances, to utilize the State of Georgia Contract number GS-28F-0013FK3 with Maxon Furniture, Inc. to purchase office furniture to house 20 new staff members. This includes but is not limited to: 16 workstations, 4 offices, new conference room, and reception area furniture; in an amount not to exceed \$112,554.

**BE IT FURTHER RESOLVED**, that the Chief Procurement Officer is directed to prepare an appropriate contractual agreement.

**BE IT FURTHER RESOLVED**, that the Agreement will not become binding upon the City and the City will incur no obligation or liability under it until it has been approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to the contracting party.

**BE IT FINALLY RESOLVED**, that all contracted work will be charged to and paid from Fund Account and Center Number 5502 (Airport Renewal and Extension Fund) 5414002 (Facilities Other Than Buildings\Infrastructure) 180201 (M.I.S.).

**A SUBSTITUTE RESOLUTION  
BY: FINANCE/EXECUTIVE COMMITTEE**

**A SUBSTITUTE RESOLUTION AUTHORIZING THE CHIEF PROCUREMENT OFFICER TO UTILIZE THE STATE OF GEORGIA CONTRACT NUMBER GS-28F-0013FK3 WITH MAXON FURNITURE, INC. FOR THE PURCHASE OF OFFICE FURNITURE ON BEHALF OF THE DEPARTMENT OF AVIATION IN AN AMOUNT NOT TO EXCEED \$500,000.00. ALL CONTRACTED WORK WILL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND DEPARTMENT 5502 (AIRPORT RENEWAL AND EXTENSION FUND) 5414002 (FACILITIES OTHER THAN BUILDINGS\INFRASTRUCTURE) 180201 (M.I.S.); AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Atlanta ("City") Department of Aviation, desires to purchase furniture for renovated and new offices, cubicles, reception and conference room to house 54 staff members, both current and new. This includes but is not limited to: 40 workstations, 13 offices, new conference room, and reception area furniture; and

**WHEREAS**, pursuant to the City's Procurement and Real Estate Code of Ordinances §2-1606, the Chief Procurement Officer may procure supplies, services or construction items through contracts established by the purchasing division of the State where such contracts and contractors substantially meet the requirements of this article; and

**WHEREAS**, the General Manager of the Department of Aviation and the Chief Procurement Officer recommend utilizing the State of Georgia Contract number GS-28F-0013FK3 with Maxon Furniture, Inc. to purchase office furniture to accommodate current and future employees assigned to the Information Services Division.

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES**, that the Chief Procurement Officer is hereby authorized, pursuant to § 2-1606 of the City of Atlanta Code of Ordinances, to utilize the State of Georgia Contract number GS-28F-0013FK3 with Maxon Furniture, Inc. to purchase office furniture to house 54 staff members, both current and new. This includes but is not limited to: 40 workstations, 13 offices, new conference room, and reception area furniture; in an amount not to exceed \$500,000.00.

**BE IT FURTHER RESOLVED**, that the Chief Procurement Officer is directed to prepare an appropriate contractual agreement.

**BE IT FURTHER RESOLVED**, that the Agreement will not become binding upon the City and the City will incur no obligation or liability under it until it has been approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to the contracting party.

**BE IT FINALLY RESOLVED**, that all contracted work will be charged to and paid from Fund Account and Center Number 5502 (Airport Renewal and Extension Fund) 5414002 (Facilities Other Than Buildings\Infrastructure) 180201 (M.I.S.).

**A RESOLUTION  
BY FINANCE/EXECUTIVE COMMITTEE**

**A RESOLUTION AUTHORIZING THE CHIEF PROCUREMENT OFFICER TO UTILIZE THE STATE OF GEORGIA CONTRACT NUMBER GS-28F-0013FK3 WITH MAXON FURNITURE, INC. FOR THE PURCHASE OF OFFICE FURNITURE ON BEHALF OF THE DEPARTMENT OF AVIATION IN AN AMOUNT NOT TO EXCEED \$500,000.00. ALL CONTRACTED WORK WILL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER 2H21 (AIRPORT RENEWAL AND EXTENSION FUND) 574001 (FAC. OTHER THAN BUILDINGS) R21E01219999 (M.I.S.); AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Atlanta (“City”) Department of Aviation, desires to purchase furniture for renovated and new offices, cubicles, reception and conference room to house 54 staff members, both current and new. This includes but is not limited to: 40 workstations, 13 offices, new conference room, and reception area furniture; and

**WHEREAS**, pursuant to the City’s Procurement and Real Estate Code of Ordinances §2-1606, the Chief Procurement Officer may procure supplies, services or construction items through contracts established by the purchasing division of the State where such contracts and contractors substantially meet the requirements of this article; and

**WHEREAS**, the General Manager of the Department of Aviation and the Chief Procurement Officer recommend utilizing the State of Georgia Contract number GS-28F-0013FK3 with Maxon Furniture, Inc. to purchase office furniture to accommodate current and future employees assigned to the Information Services Division.

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES**, that the Chief Procurement Officer is hereby authorized, pursuant to § 2-1606 of the City of Atlanta Code of Ordinances, to utilize the State of Georgia Contract number GS-28F-0013FK3 with Maxon Furniture, Inc. to purchase office furniture to house 54 staff members, both current and new. This includes but is not limited to: 40 workstations, 13 offices, new conference room, and reception area furniture; in an amount not to exceed \$500,000.00.

**BE IT FURTHER RESOLVED**, that the Chief Procurement Officer is directed to prepare an appropriate contractual agreement.

**BE IT FURTHER RESOLVED**, that the Agreement will not become binding upon the City and the City will incur no obligation or liability under it until it has been approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to the contracting party.

**BE IT FINALLY RESOLVED**, that all contracted work will be charged to and paid from Fund Account and Center Number 2H21 (Airport Renewal and Extension Fund) 574001 (Fac. Other Than Buildings) R21E01219999 (M.I.S.).

# REQUISITION

*PROC*

REQUISITION NUMBER R 2 1 E 7 5 6 9

BUY ENTITY B K P O

REQUESTER I.D. 5 7 1

SHIP-TO CODE 0 3 0

FAC 2 H 2 1 — 5 7 4 0 0 1 — R 2 1 E 0 1 2 1 9 9 9 9  
FUND (COMPANY)

ACCOUNT

CENTER

DATE NEEDED \_\_\_\_\_

| LINE #       | ITEM NUMBER | DESCRIPTION                                | QTY  | UOM  | UNIT PRICE | ESTIMATED AMOUNT  |
|--------------|-------------|--|------|------|------------|-------------------|
| 1            | 425.0100    | To purchase office furniture not to exceed | 1.00 | EACH | 500,000.00 | \$500,000.00      |
|              |             | \$500,000.00                               |      |      |            |                   |
|              |             | <i>DOA # 14921</i>                         |      |      |            |                   |
| <b>TOTAL</b> |             |  |      |      | <b>\$</b>  | <b>500,000.00</b> |

SUGGESTED VENDOR \_\_\_\_\_

VENDOR NUMBER *Open Bid* Q 6725

DEPARTMENT *Aviation*

BUREAU *ISD*

CONTACT PERSON *PERKINSON, Mrs. ANGELA / Pamela Reese*

DATE COMPLETED *08-NOV-07* PHONE NUMBER *404-209-4080*

The undersigned certifies that funds are available at the budget adoption level for all items.

AUTHORIZED SIGNATURE *Maria S.*

DATE *11-9-07*

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview:**

**Caption:**

**Council Meeting Date:**

**Requesting Dept.:**

**B. To be completed by the department :**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

***Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.***

Although the division has increased considerably over the past two years, it has not reached the appropriate staffing level to maintain the Department of Aviation's business and critical airport systems. In our continuing efforts to provide in-house support and maintenance of these systems and to stay abreast of the latest IT technology, the Information Services Division is undergoing a restructuring in order to support our strategic and business objectives. Under the restructuring, we have 11 new positions and three (3) vacant positions that are currently being filled. Additional furniture and workspace are required to accommodate new staff members and to ensure adequate facilities for current staff. The restructuring requires a redesign of existing space in order to house 54 staff members, both current and new. This includes but is not limited to: 40 workstations, 13 offices, new conference room, and reception area furniture.

**2. Please provide background information regarding this legislation.**

***Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.***

DOA has relied on appropriate technology to meet its objectives. ISD has grown continuously over the past years in order to meet the increasing technological demands and requirements of our customers. Our current organizational goals and objectives dictate the need for additional staffing. This purchase will provide the furniture and personal workspace required for both current staff and new hires

**3. If Applicable/Known:**

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** N/A
- (b) **Source Selection:** N/A
- (c) **Bids/Proposals Due:** N/A
- (d) **Invitations Issued:** N/A
- (e) **Number of Bids:** N/A
- (f) **Proposals Received:** N/A
- (g) **Bidders/Proponents:** N/A
- (h) **Term of Contract:** N/A

4. **Fund Account Center:** 2H21 574001 R21E01219999

5. **Source of Funds:** *Example: Local Assistance Grant* City of Atlanta - Department of Aviation - Renewal and Extension fund

6. **Fiscal Impact:** N/A

*Example: This legislation will result in a reduction in the amount of \_\_\_\_\_ to Fund Account Center Number \_\_\_\_\_.*

7. **Method of Cost Recovery:** N/A

*Examples:*

- a. *Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. *Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

**This Legislative Request Form Was Prepared By:** Lance Lyttle

**Maxon Furniture, Inc**  
**c/o Workplace Design, Inc.**  
**660 SW 39<sup>th</sup> Street**  
**Ste 150**  
**Renton, WA 98057**

**Quote 200750**

Sold To:

City of Atlanta  
Harstfield Intl Airport  
Dept of Aviation  
Accounts Payable  
Atlanta, GA 30320

Date: 11-6-07

Payment Terms: Net 30

| Qty | Part Number             | Part Description  |
|-----|-------------------------|---|
| 10  | TTER.2460.P3            | 24X60 Training Table w/ 3MM edgeband (Cherry)           |
| 20  | EMB228                  | Leather Mid Back Conference chair (Blk)                 |
| 40  | NP8600                  | Ergonomic Task Chair (Blk)                              |
| 40  | 48 wide 66 H POWER      | 48 wide 66 H POWER                                      |
| 40  | 48 wide 66 H FABRIC ACC | 48 wide 66 H FABRIC ACC (Cherry&White)                  |
| 160 | 36 wide 54 H WINGS      | 36 wide 54 H WINGS (Cherry&White)                       |
| 40  | 24 wide 54 H FRONT      | 24 wide 54 H FRONT ((Cherry&White)                      |
| 20  | UCCER2448723M           | 3mm Cockpit L Return WS, Right, 24D X 48W X 72W         |
| 80  | UWR24483M               | Rectangular 3mm Worksurface, 24D X 48W (Natural)        |
| 40  | UWR24363M               | Rectangular 3mm Worksurface, 24D X 36W (Natural)        |
| 40  | LF230-R                 | 30" Wide, 2 Drawer Lateral File, Recessed Pull (Grey)   |
| 40  | ESP24BM-R               | 24" Box/Box/File Mobile Ped, Recessed Pull (Grey)       |
| 80  | UES48C                  | Radius Oh Storage Cabinet, 14D X 48W (Cherry&White)     |
| 80  | STL-42                  | Under Shelf Task Light, 42" (Grey)                      |
| 80  | EH48                    | Double Block Harness, 48" (Blk)                         |
| 160 | EH36                    | Double Block Harness, 36" (Blk)                         |
| 320 | EDG1                    | Byrne Duplex Outlet, Circuit #1                         |
| 40  | EMDHPS-48               | FT Tech Segment Power Kit, Desk Height From Same Panel  |
| 40  | EMCDT4L                 | Diagonal Paper Tray (4), Left (Grey)                    |
| 40  | EMCHT2                  | Empower Letter Tray - (2) (Grey)                        |
| 40  | ACC-LLCP                | AA360 Art Arm, 21" Track. Lift & Lock with PL217 Pltfrm |
| 40  | ACC-DTL                 | Task Light, Two 14" Arms (Clear)                        |
| 40  | ACC-FMAE                | Flat Screen Monitor Arm. Effortless Adjustment (Blk)    |
| 20  | UCCEL2448723M           | 3mm Cockpit L Return WS, Left, 24D X 48W X 72W          |
| 20  | EHREM24363M-N           | Half Round Extension - Mobile - Empower - Notched       |
| 20  | EPF2                    | Side Entry, Floor Or Wall (Cherry&White)                |

|    |                 |   |
|----|-----------------|---|
| 40 | EMHLP-L-66-54-E | Post, HiLo, 90 Degree, 66-54                              |
| 20 | EMHLP-T-66-54-E | Post, HiLo, 3-Way "T", 66-66-54                           |
| 60 | EMET-54-E       | End Of Run Trim, 54"H                                     |
| 40 | EMCP-L-54-E     | Post: 2-Way, 90 Degree, 54"H                              |
| 60 | EMTC-36-S1      | Top Cap, Single Slot, 36"                                 |
| 1  | CV_720B2BFF     | 72" Full Double Ped Bow Front Desk- B/B/F Left, F/F Right |
| 1  | CV_704F         | 72" Full Double Ped Credenza- F/F                         |
| 1  | CV_727          | 72" Overhead Storage                                      |
| 1  | CV_R48          | 48" Round Conference Table/ X-Base (Wood Veneer Top)      |
| 1  | CV_346          | Two Drawer Lateral File 37"x24"x29" (Grey)                |
| 1  | CV_30           | 30" High Bookcase (Cherry&White)                          |
| 1  | CV_65           | 65" High Bookcase (Cherry&White)                          |
| 4  | 9128            | Arm Chair/ Upholstered Side Panels (Blk)                  |
| 1  | 101             | Executive Swivel- Wood Base                               |
| 12 | CV_721L2BF      | 72" Left Full Ped Desk- B/B/F                             |
| 12 | CV_484          | 42"x24" Bridge  |
| 12 | CV_725RF        | 72" Full Right Ped Credenza- F/F                          |
| 12 | CV_727          | 72" Overhead Storage (Cherry&White)                       |
| 12 | CV_65           | 65" High Bookcase (Cherry&White)                          |
| 12 | 101             | Executive Swivel- Wood Base                               |
| 24 | 9424            | Ladder Wood Back/ Sloped Arms                             |
| 12 | CV_346          | Two Drawer Lateral File 37"x24"x29" ((Cherry&White)       |
| 12 | CV_30           | 30" High Bookcase (Cherry&White)                          |
|    |                 |   |

**Legislation Summary  
Department of Procurement**

**Committee of Purview:**

**Caption**

**A resolution authorizing the Mayor to execute an appropriate contractual agreement on behalf of the Department of Aviation with Maxon Furniture, Inc., under State Contract GS-28F-0013FK3, in an amount not to exceed Five Hundred Thousand Dollars (\$500,000.00). All contract work shall be charged to and paid from fund account and center number: 2H21 (Airport Renewal and Extension Fund), 574001 (Facilities Buildings), R21E0121 (Hartsfield).**

**Council Meeting Date: January 07, 2008**

**Legislation Title: Resolution authorizing the Chief Procurement Officer to utilize the State of Georgia Contract GS-28F-0013FK3 Maxon Furniture, Inc. for the purchase of office and cubicle furniture for the Department of Aviation, Information Services Division in an amount not to exceed Five Hundred Thousand Dollars only (\$500,000.00). All contracted work shall be charged to and paid from fund account and center number: 2H21 (Airport Renewal and Extension Fund), 574001 (Facilities Buildings), R21E0121 (Hartsfield).**

**Requesting Department: Department of Aviation**

**Contract Type: N/A**

**Source Selection: State of Georgia Contract GS-28F-0013FK3**

**Bids/Proposals Due: N/A**

**Invitations Issued: N/A**

**Number of Bids/  
Proposals Received: N/A**

**Bidders/Proponents: N/A**

**Justification Statement: N/A**

**Background: N/A**

**Fund Account Center:** 2H21 (Airport Renewal and Extension Fund),  
574001 (Facilities Buildings), R21E0121  
(Hartsfield).

**Source of Funds:** N/A

**Fiscal Impact:** N/A

**Term of Contract:** N/A

**Method of Cost Recovery:** N/A

**Approval:**

DOF:

DOL:

**Prepared By:** Seipati Mogotsi, Buyer.

**Contact Number:** 404.330.6027

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Anita Williams

Contact Number: 404-530-6600

Originating Department: Aviation

Committee(s) of Purview: Finance/Executive

Chief of Staff Deadline: 1/16/08

Anticipated Committee Meeting Date(s): 1/30/08

Anticipated Full Council Date: 2/04/08

Commissioner Signature: [Handwritten Signature]

Chief Procurement Officer Signature: [Handwritten Signature]

**CAPTION**

**A RESOLUTION AUTHORIZING THE CHIEF PROCUREMENT OFFICER TO UTILIZE THE STATE OF GEORGIA CONTRACT NUMBER GS-28F-0013FK3 WITH MAXON FURNITURE, INC. FOR THE PURCHASE OF OFFICE FURNITURE ON BEHALF OF THE DEPARTMENT OF AVIATION IN AN AMOUNT NOT TO EXCEED \$500,000.00. ALL CONTRACTED WORK WILL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER 2H21 (AIRPORT RENEWAL AND EXTENSION FUND) 574001 (FAC. OTHER THAN BUILDINGS) R21E01219999 (M.I.S.); AND FOR OTHER PURPOSES.**

FINANCIAL IMPACT (if any) \$500,000.00

Mayor's Staff Only

Received by CPO: \_\_\_\_\_ Received by LC from CPO: \_\_\_\_\_  
(date) (date)

Received by Mayor's Office: 1.15.08 [Signature] Reviewed by: \_\_\_\_\_  
(date) (date)

Submitted to Council: \_\_\_\_\_  
(date)