

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: June 2, 2009

Action Agenda

Item No. 4-aq

**SUBJECT:** Authorization to Purchase Office Furniture for New County Facilities through NC State and/or GSA Contract

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**DEPARTMENT:** Purchasing and Central Svcs

**PUBLIC HEARING:** (Y/N)

No

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**ATTACHMENT(S):**

**INFORMATION CONTACT:**

Pam Jones, 245-2652

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**PURPOSE:** To consider authorizing the Purchasing Director to effect furniture purchases for three new facilities: Office Building, Library and Hillsborough Commons – DSS offices.

**BACKGROUND:** Completion of the above mentioned buildings is anticipated during third-quarter 2009. Furniture orders will be placed over the next few months to ensure timely delivery. While the unit costs are within signature limits of the Purchasing Director, taken in total the orders will exceed the \$20,000 limit allowed. The Board is requested to authorize the Purchasing Director to execute these orders as may be needed over the next few months.

The furniture is being purchased through North Carolina State Contracts and Government Services Agency (GSA) contracts, both of which are methods of cooperative purchasing allowed for use by local governments. These contracts take advantage of volume discounts much greater than the County would experience by bidding individually.

**FINANCIAL IMPACT:** Total purchases are expected to range as follows:

Office Building: \$375,000

Library: \$290,000

Hillsborough Commons DSS Offices: \$408,000

Sufficient funding is available within the project accounts for the County Campus and the Hillsborough Commons Project to pay for the purchases.

**RECOMMENDATION(S):** The Manager recommends the Board authorize the Purchasing Director to effect the furniture purchases as may be needed for the Office Building, Library and Hillsborough Commons DSS Offices through State Contract and/or GSA vendors; and authorize the Purchasing Director to exceed the \$20,000 purchase order signature limit as may be required to complete the acquisitions.