



March 19, 2024

To: Fox Cities Transit Commission

From: Ronald C. McDonald, General Manager

Subject: Change Order Authorization for Furniture Purchase

Background:

Valley transit broke ground on the Whitman Ave. construction project in August 2023. The Fox Cities Transit Commission approved Valley Transit's request to issue a purchase order to Building Services Incorporated (BSI) for office furniture in September 2023. The purchase order is for furniture necessary for the project and was issued for \$259,187; \$236,533.77 plus contingency (10%) \$23,653.23.

Valley Transit is using Federal Section 5310 funds for a portion of the Whitman construction project that is designated office space for Valley Transit's Mobility Manager, Travel Trainer and future expansion of a demand response ADA dispatch. Furniture for this area was not included in the original purchase order because it was considered future expansion. As recommended by the Federal Transit Administration, Valley Transit will utilize its lapsing 5310 funding to support facility expenses, like furniture, related to the mobility management and paratransit functional areas of the facility renovation project.

Valley Transit is authorized to purchase office furniture through the State of Wisconsin competitive procurement, 505ENT-M20-OFFFURNITUR. BSI is an eligible dealer within the state contract. BSI provided a proposal for the additional furniture which exceeds the contingency included in the existing purchase order.

Fiscal Impact:

BSI proposed furniture to cost \$45,652.43, including delivery and installation. Valley Transit has grant funds and has budgeted sufficiently to purchase this furniture.

Recommendation:

Staff recommends increasing Purchase Order #230721 to include labor and materials to furnish the new offices space for Valley Transit's Mobility Manager and Travel Trainer.