



# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

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**File #:** TMP-2699, **Version:** 1

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### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**

Purchase Authorization of Office Furniture for Shaker Place Fifth Floor Renovations

Date: August 31, 2021  
Submitted By: David M Latina  
Department: General Services  
Title: Commissioner  
Phone: 518-447-7210  
Department Rep.  
Attending Meeting: Commissioner Latina

**Purpose of Request:**

- ☐ Adopting of Local Law
- ☐ Amendment of Prior Legislation
- ☐ Approval/Adoption of Plan/Procedure
- ☐ Bond Approval
- ☐ Budget Amendment
- ☒ Contract Authorization
- ☐ Countywide Services
- ☐ Environmental Impact/SEQR
- ☐ Home Rule Request
- ☐ Property Conveyance
- ☐ Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- ☐ Contractual
- ☐ Equipment
- ☐ Fringe
- ☐ Personnel
- ☐ Personnel Non-Individual

☐ Revenue

Increase Account/Line No.: Click or tap here to enter text.

Source of Funds: Click or tap here to enter text.

Title Change: Click or tap here to enter text.

### **CONCERNING CONTRACT AUTHORIZATIONS**

#### **Type of Contract:**

☐ Change Order/Contract Amendment

☒ Purchase (Equipment/Supplies)

☐ Lease (Equipment/Supplies)

☐ Requirements

☒ Professional Services

☐ Education/Training

☐ Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

☐ Settlement of a Claim

☐ Release of Liability

☐ Other: (state if not listed) Click or tap here to enter text.

#### **Contract Terms/Conditions:**

Party (Name/address):

Davies Office, Inc.

40 Loudonville Road, Albany, NY 12204

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: 113,668.12

Scope of Services: Davies Office, Inc. will supply and set up office work stations and accessories as further outlined in proposal 2106-040847SF REV2 dated August 31, 2021 for the Shaker Place Fifth Floor Renovation.

Bond Res. No.: HH05 #544 for 2016 & #134 for 2017

Date of Adoption: 12/5/2016 & 4/12/2017

### **CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes ☐ No ☒

If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☒ No ☐

Anticipated in Current Budget: Yes ☒ No ☐

County Budget Accounts:

Revenue Account and Line:

NA

Revenue Amount:

Click or tap here to enter text.

Appropriation Account and Line:

HH05 1620

Appropriation Amount:

113,668.12

Source of Funding - (Percentages)

Federal:

Click or tap here to enter text.

State:

Click or tap here to enter text.

County:

100%

Local:

Click or tap here to enter text.

Term

Term: (Start and end date)

November 1, 2021 - October 31, 2022

Length of Contract:

1 year

Impact on Pending Litigation

Yes ☐ No ☒

If yes, explain:

Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number:

Click or tap here to enter text.

Date of Adoption:

Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

The Department of General Services requests authorization to enter into an agreement with Davies Office, Inc. to supply and set up office work stations and accessories for the Shaker Place Fifth Floor Renovation as noted in proposal 2106-040847SF REV2 totaling \$113,668.12. This proposal utilizes pricing and terms from the State contract award #PC68279.

The cost of this project will be covered utilizing bond HH05 pursuant to Res. No. 544 of 2016 adopted December 5, 2016 & Res. No. 134 of 2017 adopted April 12, 2017.

The term of this contract will commence upon signing and continue until the project is completed and signed off by the Department of General Services. Projected term is November 1, 2021 through October 31, 2022.