REPORT TO COUNCIL
City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www. CityofSacramento.org

CONSENT
February 17, 2009

Honorable Mayor and
Members of the City Council

Title: Purchase/Cooperative Agreement: Furniture and Related Services for the Valley Hi North Laguna Library Project (B13000800)

Location/Council District: 7320 Cotton Lane, District 8

Recommendation: Adopt a **Resolution:** 1) approving the use of cooperative purchasing agreement No. RQ07-878957-20 through US Communities for the purchase of Knoll, Inc. furniture and related services for the Valley Hi North Laguna Library Project in an amount not to exceed $140,322; and 2) authorizing the City Manager or the City Manager's designee to issue purchase orders under the referenced cooperative purchasing agreement in an amount not to exceed $140,322 through January 31, 2010 or until the contract is no longer available for use by the City provided that sufficient funds are available in the project budget.

Contact: Yadi Kavakebi, Facilities Superintendant, 808-8432; Cynthia Kranc, Facilities Manager, 808-2258

Presenters: None

Department: General Services

Division: Facilities and Real Property Management

Organization No: 13001541

Description/Analysis

Issue: The City of Sacramento has a project requirement to purchase freestanding and modular furniture and related services (design and installation) for the Valley Hi North Laguna Library.

Policy Considerations: The recommendations in this report are in accordance with provisions of City Code Section 3.56.240, which allows for the use of legal contracts of other governmental jurisdictions or public agencies without separate competitive bidding by the City upon approval of the purchasing agreement by the City Council.

Committee/Commission Action: None

Environmental Considerations:

California Environmental Quality Act (CEQA): The current project has been determined to be exempt from the requirements of CEQA under Section 15061(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. This report involves only the purchase, design, installation, and reconfiguration of systems furniture. Therefore, it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

Sustainability Considerations: None

Rationale for Recommendation: In an ongoing effort to maximize cost savings and staff resources, many government agencies share contracting efforts through cooperative purchasing. This procurement approach increases pricing competitiveness and lowers operating costs through volume buying. When comparing the administrative costs of procurement, staff considers product research, source selection, specifications, advertising, staff reports, awarding, protest, and administration of the contract. It is often more cost-effective to eliminate the cost and time spent on these administrative processes and purchase items and services through a cooperative purchasing program.

The City has used both regional and national cooperative purchasing agreements to complement its own contracting initiatives. Cooperative purchasing enables City departments and the Procurement Services Division to evaluate a broader range of contracting opportunities and to share resources with other jurisdictions. Cooperative purchasing also leverages internal and external resources to maximize cost savings opportunities for the City.

In 2009, the City of Sacramento and the Sacramento Library will open a new facility known as the Valley Hi North Laguna Library. Upon completion, the project will provide 20,000 square feet of new library space, housing approximately 70,000 books, to service the North Laguna community. The Library will require new furniture such as tables, chairs, library study carrels, children's furniture, etc. Approving the use of the recommended cooperative purchasing agreement will meet the deadline for completion of construction and anticipated grand opening of the new library in August 2009.

Purchasing furniture and related services for the library through the recommended cooperative purchasing agreement allows the City to realize the lowest possible pricing through this cooperative buying contract and keeps the furniture purchase within the approved project budget.

Additionally, the furniture manufacturer, Knoll, Inc., will have a price increase of 6% after February 18, 2009. The City was granted a four day extension of the current pricing to allow time for the purchasing process to be completed without being effected by the increase.

Financial Considerations: The purchase of furniture and related services is included in the Valley Hi North Laguna Library project budget. Sufficient funds from the 2006 Community Reinvestment Capital Improvement Program (CRCIP) bond issuance (Fund 3004) are available in the project for this purchase from Hogue & Associates in an amount not to exceed $140,322.

Emerging Small Business Development (ESBD): The local vendor for Knoll, Inc. furniture is Hogue & Associates. Hogue & Associates is not certified with the City as an emerging/small business.

Respectfully Submitted by: _____
Cynthia Kranc
Facilities Manager

Approved by: _____
Reina J. Schwartz
Director, Department of General Services

Recommendation Approved:

for _____
Ray Kerridge
City Manager

Table of Contents:

	Report	Pg 1
Attachments		
1	Background	Pg 4
2	Resolution	Pg 5

Attachment 1

BACKGROUND INFORMATION

- On October 11, 2005, City Council authorized the City Manager to identify projects for 2006 Community Reinvestment Capital Improvement Program (CRCIP) bond issuance. This project was included in the approved 2006 CRCIP bond issuance and is funded with non-taxable bond dollars which requires a completion by June 30, 2009.

- On September 22, 2006 the City of Sacramento received 10 requests for qualifications (RFQ) submittals.

- Four firms were short-listed and on October 10, four design teams were interviewed. The selection committee chose Noll & Tam Architects.

- On January 23, 2007 City Council approved the Architectural agreement with Noll & Tam Architects. The interior design, selection, and specification of furniture consistent with the City of Sacramento's furniture guidelines was part of that agreement.

- The project consists of a new 20,000 square foot library, traffic signal / intersection work at Bruceville Road, and partial construction of Cotton Lane.

- On March 20, 2007, City Council approved Suspend competitive bidding and authorizing the Department of General Services to implement a two-step qualification and selection process to hire a Design-assist team to complete construction of the Valley Hi North Laguna Library.

- On July 20, 2007 the City of Sacramento received three proposals for Design Assist Construction Contracting Services. The three Contractors were interviewed and Sundt Construction was chosen.

- On November 18, 2008, City Council adopted Resolution No. 2008-768 authorizing execution of an agreement between the City of Sacramento and STL Company, LLC for : 1) reimbursement in the amount of $750,000 from STL Company, LLC to the City for roadway improvements necessary for construction of Cotton Lane for the Valley Hi/North Laguna Library project; 2) reimbursement from the City to STL Company, LLC in the amount of $63,000 for the use of approved engineering documents for the Cotton Lane construction. Additionally, Resolution No. 2008-768 amended the revenue and expenditure budgets for the Valley Hi/North Laguna Library project to reflect the reimbursement in the amount of $750,000 (Fund 3702). The project is scheduled for completion and grand opening in August, 2009.

RESOLUTION NO. 2009-XXXX

Adopted by the Sacramento City Council

February 17, 2009

APPROVING THE USE OF A COOPERATIVE PURCHASING AGREEMENT FOR FURNITURE AND RELATED SERVICES FOR THE VALLEY HI NORTH LAGUNA LIBRARY PROJECT (B13000800)

BACKGROUND

A. The City of Sacramento has a requirement to purchase freestanding furniture, including design, installation, and reconfiguration services for the Valley Hi North Laguna Library Project.

B. Staff requests that the City Council approve the use of the cooperative purchasing agreement No. RQ07-878957-20 through US Communities, in accordance with City Code Section 3.56.240, which allows for use of cooperative contracts through other governmental jurisdictions or public agencies without separate competitive bidding.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The use of cooperative purchasing agreement No. RQ07-878957-20 through US Communities is approved for the purchase of furniture and related services in an amount not to exceed $140,322 for the Valley Hi North Laguna Library Project (B13000800).

Section 2. The City Manager or the City Manager's designee is authorized to issue purchase orders for the purchase of furniture and related services in an amount not to exceed $140,322 through January 31, 2010, or until the contract is no longer available for use by the City provided that sufficient funds are available in the project budget.