



REPORT TO COUNCIL City of Sacramento

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CONSENT
September 25, 2007

Honorable Mayor and
Members of the City Council

Title: Purchase: Office Furniture and Related Services Using a Cooperative Purchasing Agreement for the 300 Richards Boulevard Project (BB91)

Location/Council District: 300 Richards Boulevard, District 1

Recommendation: Adopt a **Resolution:** 1) approving the use of a cooperative purchasing agreement with Miles Treaster Associates through US Communities for the purchase, design, installation, and reconfiguration of office furniture for the 300 Richards Boulevard Project in an amount not to exceed \$1,550,000; 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 \$1,550,000 through December 31, 2008, or until the contract is no longer available for use by the City of Sacramento provided that sufficient funds are available in the applicable fiscal years.

Contact: Cynthia Kranc, Facilities Manager, 808-2258; Christopher Stewart, Procurement Services Manager, 808-6202

Presenters: None

Department: General Services

Division: Facilities and Real Property Management

Organization No: 3289

Description/Analysis

Issue: The City of Sacramento has a requirement to purchase freestanding and modular office furniture, including design, installation, and reconfiguration services for 300 Richards Boulevard.

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: The current project has been determined to be exempt from the requirements of the California Environmental Quality Act (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 office 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.

Rationale for Recommendation: In an ongoing effort to maximize cost savings and staff resources, many government agencies share contracting efforts through cooperative purchasing. Over the next several months, the City of Sacramento will relocate a significant number of staff to 300 Richards Boulevard. Upon completion, the project will provide office space for approximately 620 employees from the Development Services Department and the Police Department. The move will require furniture and work stations to be in place prior to the arrival of these new tenants. Approving the recommended cooperative purchasing agreement will support the fast track project schedule.

Attachment 2 shows the contractors that were evaluated to provide the required service. The costs shown in Attachment 2 include the costs for all of the planned office systems furniture. Staff estimated that the cost of the planned office systems furniture would be approximately \$1,536,500. Miles Treaster Associates was the lowest responsible bidder. The contract amount of \$1,550,000 is intended to cover the total cost of providing office systems furniture, free standing furniture, and other miscellaneous furniture that will be needed for both the Department of Development Services and the Police Department, as they relocate staff to 300 Richards Boulevard.

Financial Considerations: The total approved project budget for tenant improvements at 300 Richards Boulevard is \$12.2 million. The purchase, design, installation, and reconfiguration of office systems furniture is included in that budget. Based on this information, there is sufficient funding to issue purchase orders under the referenced cooperative purchasing agreement in an amount not to exceed \$1,550,000 for the 300 Richards Boulevard Project.

Emerging Small Business Development (ESBD): Miles Treaster Associates is a certified emerging/small business firm.

Respectfully Submitted by: 
Chris Stewart,
Procurement Services Manager

Respectfully Submitted by: 
Cynthia Kranc
Facilities Manager

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

Recommendation Approved:


Ray Kerridge
City Manager

Table of Contents:

Report	Pg 1
Attachments	
1 Background	Pg 4
2 Solicitation Evaluation Results	Pg 5
3 Resolution	Pg 6

Attachment 1**BACKGROUND INFORMATION**

The 300 Richards Boulevard Project consists of a three-story, 150,000 square foot commercial office building shell that is currently undergoing tenant improvements. Upon completion, the project will provide office space for approximately 620 employees from the Development Services Department and the Police Department.

Existing systems furniture product within City buildings has been purchased from either Steelcase, Herman Miller, or Haworth. To maintain the ability to manage existing furniture inventories, and furniture installations throughout the City, it is in the City's best interest to choose a furniture provider for this project that uses one of these manufacturer's products.

On August 28, 2007, the Department of General Services held a briefing meeting with various US Communities, and National Joint Power Alliance contractors regarding a Request for Proposals (RFP) for the purchase, design, installation, and reconfiguration of office systems furniture for the 300 Richards Boulevard Project. Representatives from Miles Treaster Associates, United Corporate Furnishings, and Western Contractors were in attendance at the briefing and submitted proposals for the project. The selection committee evaluated the proposals based on previous experience providing design, installation and reconfiguration of systems furniture for public facilities, cost of furniture, installation, and design, technical specifications, and each firm's commitment to completing the project within the fast track time line given.

Attachment 2 shows the contractors that were evaluated to provide the required service. Miles Treaster Associates was the lowest responsible bidder. The costs shown in Attachment 2 include the costs for all of the planned office systems furniture, but do not include the costs for the free standing furniture, and other miscellaneous furniture that will be needed for both the Department of Development Services and the Police Department, as they relocate staff to 300 Richards Boulevard.

The project is on a fast track schedule, with phased move in anticipated to start in January 2008 and finish by March 2008. Approving the use of the recommended cooperative purchasing agreement through December 31, 2008, or until the contract is no longer available for use by the City of Sacramento will allow for furniture modifications after move in provided that sufficient funds are available in the applicable fiscal years.

This project will also utilize existing Herman Miller furniture from the North Permit Center. The selected provider will be responsible for integrating this existing furniture inventory into the project.

Attachment 2**Solicitation Evaluation Results**

Vendor	Manufacturer	Contract Number	Contracting Alliance	Submitted Cost Proposal
Miles Treaster Associates	Herman Miller	RQ07-878957-20A	US Communities	\$1,025,384
UCF	Steelcase	OC011707	National Joint Powers Alliance	\$1,223,545
Western Contractors	Haworth	RQ07-878957-20C	US Communities	\$68,663 (task chairs only)

RESOLUTION NO. 2007-XXXX

Adopted by the Sacramento City Council

September 25, 2007

APPROVING THE USE OF A COOPERATIVE PURCHASING AGREEMENT FOR OFFICE FURNITURE AND RELATED SERVICES FOR THE 300 RICHARDS BOULEVARD PROJECT (BB91)

BACKGROUND

- A. The City of Sacramento has a requirement to purchase freestanding and modular office furniture, including design, installation, and reconfiguration services for 300 Richards Boulevard.
- B. Staff requests that the City Council approve the use of the cooperative purchasing agreement with Miles Treaster Associates 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.
- C. The contract amount of \$1,550,000 is intended to cover the total cost of providing office systems furniture, free standing furniture, and other miscellaneous furniture that will be needed for both the Department of Development Services and the Police Department, as they relocate staff to 300 Richards Boulevard.

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

- Section 1. The cooperative purchasing agreement with Miles Treaster Associates through US Communities is approved for the purchase of office furniture and related services in an amount not to exceed \$1,550,000 for the 300 Richards Boulevard Project (BB91).
- Section 2. The City Manager or the City Manager's designee is authorized to issue purchase orders, if advantageous to the City, for the purchase of office furniture and related services in an amount not to exceed \$1,550,000 through December 31, 2008, or until the contract is no longer available for use by the City of Sacramento provided that sufficient funds are available in the applicable fiscal years.