REPORT TO COUNCIL
City of Sacramento

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CONSENT
August 30, 2005

Honorable Mayor and
Members of the City Council

Subject: Change Order: Systems Furniture Reconfiguration

Location/Council District: Citywide

Recommendation:

Adopt a Resolution: 1) Approving Change Order No. 1 with IBEX Integrated Business Environment, Inc. for $24,312, and 2) Authorizing the City Manager to execute a contract in the amount of $300,000 with Cimarron of California.

Contact: Cynthia Kranc, Facilities Manager, 808-2258; Paul Kay, General Supervisor, 808-6339

Presenters: Not applicable

Department: General Services

Division: Facility and Real Property Management

Organization No: 3275

Summary:

IBEX Integrated Business Environment, Inc. (IBEX) provides office systems furniture reconfiguration, demolition, relocation, and installation services to the Department of General Services to support on-going daily maintenance needs as they arise and to support the secondary moves related to relocation of City staff into new City Hall. In the middle of the secondary move project, IBEX informed staff that they would be unable to perform any additional work and formally withdrew from the contract. Cimarron, who provides similar services, was able to immediately mobilize and assisted the City in vacating two existing leases in a timely manner to meet lease expiration dates.

Committee/Commission Action: None.

Background Information:

In April 2004, the Department of General Services issued an invitation for bid for office systems furniture reconfiguration, demolition, relocation, and installation work on an as-needed basis for daily maintenance operations. This invitation for bid was issued to meet the department's routine annual need for office systems furniture work. IBEX was selected as the lowest responsive and responsible bidder and a "not-to-exceed" contract for $90,000 was awarded in May 2004.

In addition to the department's routine needs, IBEX began moving office furniture related to the City Hall moves. These moves supported the City's intent to vacate leased facilities by moving employees into City owned facilities. In April 2005, IBEX informed staff that they would be unable to perform any additional work and formally withdrew from the contract. Staff requests approval of Change Order No. 1 to IBEX in the amount of $24,312 to compensate the contractor for additional work created by the secondary moves related to the relocation of City staff from leased facilities.

With critical deadlines from lease expirations pending, staff contacted the Procurement Division and was advised to proceed with the remaining systems furniture work with Cimarron, the second lowest bidder in the original April 2004 invitation for bid. Cimarron was able to immediately mobilize and assisted the City in vacating two existing leases in a timely manner to meet lease expiration dates.

The requested contract approval with Cimarron will:

- Reimburse Cimarron for work related to vacating leased facilities in preparation for the move to the new City Hall
- Allow Cimarron to support removal of systems furniture in remaining leased facilities located at 1231 I Street and 926 J Street
- Allow Cimarron to install systems furniture supporting the move of Code Enforcement to City owned office space located at 2812 Meadowview Road
- Allow for future daily operational needs on an as-needed basis

Financial Considerations:

Sufficient funding exists within the Department of General Services Fiscal Year 2005/06 operating budget (101-310-3275) to cover Change Order No. 1 in the amount of $24,312 with IBEX. This will close out the contract with IBEX for a final total of $114,312.

The Cimarron contract will be funded with $200,000 by the Citywide Moves/Relocation capital improvement project (PN: BC26, Fund 101) and with $100,000 from the Department of General Services Fiscal Year 2005/06

operating budget (101-310-3275). As of August 1, 2005, CIP BC26 has an unobligated balance of $529,271. Sufficient funding exists in both CIP BC26 and the department operating budget to award the contract to Cimarron in the amount of $300,000.

Environmental Considerations:

The approval of Change Order No. 1 with IBEX and contract award to Cimarron for office systems furniture work is not considered a project as defined by the California Environmental Quality Act because it does not involve an activity that will cause a direct or indirect physical change in the environment and does not require further environmental review.

Policy Considerations:

The action requested is consistent with the Sacramento City Code, Title 3 and with the City's Strategic Plan goal to expand economic development.

Emerging Small Business Development (ESBD):

IBEX and Cimarron are both City of Sacramento certified ESBD firms.

Respectfully Submitted by: _____
Cynthia Kranc
Facilities Manager

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

Recommendation Approved:

Cassandra H.B. Jennings
ROBERT P. THOMAS
City Manager

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RESOLUTION NO.

Adopted by the Sacramento City Council

August 30, 2005

APPROVING CHANGE ORDER NO. 1 TO IBEX INTEGRATED BUSINESS ENVIRONMENT, INC. AND CONTRACT AWARD TO CIMARRON OF CALIFORNIA FOR SYSTEMS FURNITURE RECONFIGURATION

BACKGROUND

A. In April 2004 the Department of General Services issued an invitation for bid for office systems furniture reconfiguration, demolition, relocation, and installation work on an as-needed basis. This invitation for bid was issued to meet the department's routine annual need for office systems furniture work. IBEX Integrated Business Environment, Inc. (IBEX) was selected as the lowest responsive and responsible bidder and the contract was awarded in May 2004 for $90,000.

B. Change Order No. 1 to IBEX in the amount of $24,312 will compensate the contractor for additional work created by the secondary moves related to the relocation of City staff from leased facilities. These moves supported the City's intent to vacate leased facilities by moving employees into City owned facilities.

C. Cimarron of California, the second lowest bidder on the April 2004 invitation for bid, was selected to replace IBEX when IBEX formally withdrew from the contract awarded in May 2004.

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

Section 1. Change Order No. 1 with IBEX in the amount of $24,312 is approved.

Section 2. The City Manager is authorized to execute a contract in the amount of $300,000 with Cimarron of California.