



# REPORT TO COUNCIL

## City of Sacramento

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

**Staff Report**  
**March 23, 2006**

Honorable Mayor and  
Members of the City Council

**Subject:** Authorization to Purchase Furniture and Installation Services Using  
Cooperative Contracts

**Location/Council District:** Citywide

**Recommendation:**

Adopt a resolution: 1) accepting the competitively bid contracts of the County of Sacramento and the U.S. Communities Alliance as the basis for awarding City contracts for the purchase of freestanding office and modular furniture and necessary associated services with Miles Treaster, Herman Miller, and Steelcase 2) authorizing the Procurement Services Manager to use those cooperative contracts in a combined amount not to exceed \$1,400,000 for City purchases.

**Contact:** Christine Slay, Senior Buyer, Procurement Services, 808-6344

**Presenters:** Chris Stewart, Procurement Services Manager  
Cynthia Kranc, Facilities Manager

**Department:** Finance Department

**Division:** Procurement Services

**Organization No:** 1181

**Summary:**

The City of Sacramento has ongoing requirements for various freestanding and modular (panel) furniture and related services. In accordance with the City Code, the Mayor and the City Council may authorize the use of cooperative government contracts. The use of cooperative contracts is an alternative to competitive bidding which results in lower operating costs through volume purchasing and combining resources with other government agencies.

This report recommends that the Mayor and the City Council accept the bids obtained competitively by the County of Sacramento and the U.S. Communities Alliance as the basis for awarding City contracts. Further, staff recommends that the Procurement Services Manager be authorized to use those cooperative contracts for the purchase of freestanding office and modular furniture and necessary associated services from Miles



Treaster, Herman Miller, and Steelcase in a combined amount not to exceed \$1,400,000.

A list of the proposed supplies and services to be purchased through these cooperative contracts is included in this report (Attachment 1).

**Committee/Commission Action:** None.

**Background Information:**

In an effort to maximize cost savings and staff resources, many government agencies share contracting efforts through cooperative purchasing or piggybacking. These procurement approaches increase pricing competitiveness and lower 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 compliment 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 institutions. Cooperative purchasing also leverages internal and external resources to maximize cost saving opportunities for the City.

**Financial Considerations:**

All City purchases involving the use of cooperative contracts must have prior departmental approval and sufficient funds available in operating or capital improvement program (CIP) budgets.

**Environmental Considerations:**

None.

**Policy Considerations:**

The recommendations in this report are in accordance with Section 3.56.240 of the City Code, which states that the City, may, by cooperative purchasing agreements approved by the City Council, purchase supplies or nonprofessional services through legal contracts of other governmental jurisdictions or public agencies without conducting separate competitive bidding.

**Emerging Small Business Development (ESBD):**

Cooperative purchasing agreements are created, evaluated and awarded by other governmental agencies that may or may not have emerging and small business programs similar to those of the City. However, the cooperative purchasing

agreements are not the only contracts awarded for furniture and office supplies. Many of the other contracts for these goods and services are awarded to ESBD vendors.

Submitted by:   
Christopher Stewart  
Procurement Services Manager

Approved by:   
for Russell Fehr  
Director of Finance

Recommendation Approved:

  
for RAY KERRIDGE  
City Manager

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Attachment 1

2006 COOPERATIVE CONTRACTS FOR FREESTANDING AND MODULAR  
FURNITURE AND INSTALLATION, DESIGN AND RECONFIGURATION SERVICES

<b>Vendor</b>	<b>Contract Number</b>	<b>Description</b>	<b>Government Agency</b>	<b>Using Dept.</b>	<b>Annual Authority Requested for City Expenditures</b>
Miles Treaster	WA00016171	Herman Miller Furniture and Panel Systems	County of Sacramento	Citywide	\$350,000
Herman Miller	RQ01-411311-16B	Herman Miller Furniture, Panel Systems and Associated Services	US Communities/ Fairfax County, Fairfax, VA	Citywide	\$350,000
Steelcase	RQ01-411311-16E	Steelcase Furniture, Panel Systems and Associated Services	US Communities/ Fairfax County, Fairfax, VA	Citywide	\$700,000

## **RESOLUTION NO.**

Adopted by the Sacramento City Council  
May 23, 2006

### **RESOLUTION AUTHORIZING USE OF COOPERATIVE PURCHASE CONTRACTS**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

- A. The City of Sacramento has ongoing requirements for various freestanding and modular (panel) furniture as well as design, installation and reconfiguration services. Through the use of cooperative purchasing contracts with the County of Sacramento and the U.S. Communities Alliance, the City has an opportunity to obtain lower pricing on these items and services through volume purchasing and;
- B. Staff requests that the the Mayor and the City Council accept the bids obtained competitively by the County of Sacramento and the U.S. Communities Alliance as the basis for awarding City contracts in accordance with City Code section 3.56.240, which allows for the 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 results of U.S. Communities Alliance contracts #RQ01-411311-16B and #RQ01-411311-16E; and County of Sacramento contract #WA00016171 are hereby accepted for the purchase of freestanding office and modular furniture and necessary associated services and;
- Section 2. The Procurement Services Manager is hereby authorized to execute the necessary purchases on: contract #RQ01-411311-16E with Steelcase, Inc., 901 44<sup>th</sup> Street, S.E., Grand Rapids, MI, in a total amount not to exceed \$700,000; contract #RQ01-411311-16B with Herman Miller, 855 East Main Avenue, Zeeland, MI, in a total amount not to exceed \$350,000; and contract #WA00016171 with Miles Treaster, 3480 Industrial Blvd, Ste 100, West Sacramento, in an amount not to exceed \$350,000, through January 2007, or until such date as they are no longer available for use by the City of Sacramento.