

STAFF REPORT



ITEM NO. 10
CITY OF OCEANSIDE

DATE: April 2, 2008

TO: Honorable Mayor and City Councilmembers

FROM: Development Services Department

SUBJECT: **APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$63,412.04 TO OFFICE PAVILION SAN DIEGO FOR THE PURCHASE AND INSTALLATION OF HERMAN MILLER FURNITURE FOR FIRE STATION 7**

SYNOPSIS

Staff recommends that the City Council approve a purchase order in the amount of \$63,412.04 to Office Pavilion San Diego for the purchase and installation of Herman Miller furniture for the Fire Station 7 project, and authorize the Financial Services Director, or designee, to execute the purchase order.

BACKGROUND

The new Fire Station 7 is currently under construction on the north side of Mission Avenue east of Foussat Road. The fire station will house two engine companies, a medic and a Battalion Chief for a total of eleven personnel. The project is expected to be completed by summer of 2008.

Sealed Requests for Proposal (RFP) were solicited from a known list of Herman Miller furniture dealers and advertised in the newspaper in accordance to the City of Oceanside Procurement of Goods and Services Directive (January 24, 2008).

ANALYSIS

On March 20, 2008, the following bids were received and opened:

Office Pavilion San Diego, San Diego, CA	\$63,412.04
Office Sekkei, America, Inc., Torrance, CA	\$75,102.00
G/M Business Interiors of San Diego, LLC, San Diego, CA	DECLINED
Workplace Resource Costa Mesa, Costa Mesa, CA	DECLINED

The best qualified bidder is Office Pavilion San Diego. Their credentials have been researched and meet the City's requirements to provide the specified furnishing and installation.

FISCAL IMPACT

\$5.5 million has been budgeted for Fire Station 7 (503.835272) from the General Fund and \$3.5 million, from a Section 108 loan guarantee from U.S. Department of Housing and Urban Development (HUD), which was approved by HUD and accepted by the Council in October 2007. Including the HUD funds of \$3.5 million, a total of \$9 million has been budgeted for this project. Estimated expenditures are as follows:

Construction	\$6,896,679
Change Orders 1 to 13	\$ 365,203
Construction Contingencies	\$ 324,475
Herman Miller Furniture	\$ 63,412
Administration Cost	<u>\$1,250,242</u>
Total	\$8,900,011

Sufficient funding is available for this project.

INSURANCE REQUIREMENTS

The City's standard insurance requirements have been met and are currently in effect.

COMMISSION OR COMMITTEE REPORT

Does not apply.

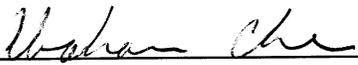
CITY ATTORNEY'S ANALYSIS

Chapter 28A of the Oceanside City Code requires purchases of supplies, services and equipment of estimated value greater than \$25,000 to be procured by competitive written bid, with the contract awarded to the lowest responsible bidder. "Responsible bidder" is defined at Section 28A.1(d) of the Code as a bidder who submits a responsive bid and who is not only financially responsible but is possessed of the resources, judgment, skill, ability, capacity and integrity necessary to perform the contract according to its terms. The City Council also has discretion for good cause, to reject all bids and readvertise.

RECOMMENDATION

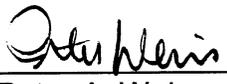
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PREPARED BY:



Abraham M. Chen
Associate Engineer

SUBMITTED BY:



Peter A. Weiss
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

Lauren Wasserman, Interim Development Services Director

Scott O. Smith, City Engineer

Terry Garrison, Fire Chief

Teri Ferro, Financial Services Director









Attachments:

- Exhibit A: Request for Proposal
- Exhibit B: Bid Tabulation Sheet



CITY OF OCEANSIDE

ENGINEERING

March 6, 2008

**Subject: Request for Proposal for Herman Miller Furniture for Fire
Station 7 – 503.835272**

To whom it may concern:

The City of Oceanside, Development Services Department, Engineering Division, is inviting sealed proposals for the purchase and installation of Herman Miller System Furniture for Fire Station 7.

Vendor will deliver or mail one (1) original and two (2) copies of this Request for Proposals by the end of the business day (4:30 p.m.), Thursday, March 20, 2008. Responses shall be submitted to:

**City of Oceanside
Attention: Abraham Chen
Development Services Department
300 North Coast Highway
Oceanside, CA 92054**

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the City Engineer.

- The Proposals shall be typed or written in ink clearly and legibly and submitted in a sealed envelope plainly marked on the outside **“SEALED BIDS FOR SYSTEM FURNITURE FOR FIRE STATION 7, 503.835272 – DO NOT OPEN WITH REGULAR MAIL.”**
- This Request for Proposal is available for viewing on the City of Oceanside Website at www.ci.oceanside.ca.us.
- Please direct specific technical questions requiring this RFP to Abraham Chen at (760) 435-5121, or email amchen@ci.oceanside.ca.us
- Copies of the RFP are available from the City of Oceanside Development Services Department, South Building, First floor, 300 North Coast Highway, Oceanside, California 92054, (760) 435-5016 at no cost, no USPS mailing fee.

Project Description

Fire Station 7 is currently under construction. The proposed one-story fire station is located at the northeasterly corner of Mission Avenue and Foussat Road. The winning bid will purchase and install System Furniture and components for Fire Station 7. State of California prevailing wage rates are applicable for this project.

Bidder Instructions

City of Oceanside reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the contractor's qualifications and capabilities to provide the specified service, and other factors which The City of Oceanside may consider.

The Bidder shall comply with the specifications list in Section 12550 – System Furniture (Attachment "A").

The Proposals shall be typed or written in ink clearly and legibly and submitted in a sealed envelope plainly marked on the outside **"SEALED BID FOR SYSTEM FURNITURE FOR FIRE STATION 7, 503.835272 – DO NOT OPEN WITH REGULAR MAIL."**

The successful bidder will be required to obtain or have a current City of Oceanside business license.

Please review the City's Standard Professional Services Agreement (Attached), and indicate a willingness to sign it (Attachment "B").

BIDDER QUALIFICATIONS

The proposals shall include all of the following information: (failure to include all the information could result in disqualification)

- 1) Contractor's Qualifications – Detail:
 - i) Number of years in Business
 - ii) Number of employees, list breakdown of designers, sales, installer, etc.
 - iii) Number of years as a dealer of Herman Miller Furniture.
- 2) References: List three (3) references for which bidder has provided similar services. Include company name, contact names and phone numbers.

The City of Oceanside appreciates your response. Please call me at 760-435-5121 or Email me at amchen@ci.oceanside.ca.us if you have any questions about this request.

Very Truly Yours,



Abraham Chen
Associate Engineer
City of Oceanside

AC: In

Attachments:

Section 12550 – System Furniture
Standard Professional Services Agreement

BID TABULATION

PROJECT NO: 503.835272

PROJECT NAME: RFP- Herman Miller Furniture for Fire Station 7

PROJECT MANAGER: Abe Chen

BID DATE & TIME: March 20, 2008 @ 4:30 p.m.

BIDDER:	ADDRESS:	BID AMOUNT:
1. OFFICE PAVILION SAN DIEGO	6920 CARROLL ROAD SAN DIEGO, CA 92121	\$ 63,412.04
2. OFFICE SEKKEI	20655 S. WESTERN AVE. SUITE 120 TERRANCE, CA 90501	\$ 75,102.00
3. in/m BUSINESS INTERIOR		DECLINED
4. WORKPLACE RESOURCE ORANGE COUNTY		DECLINED.
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