



DATE: June 6, 2007
TO: Honorable Mayor and City Council Members
FROM: City Manager's Office
SUBJECT: **APPROVAL OF A PURCHASE ORDER FOR ERGONOMIC WORKSTATIONS FOR USE IN THE POLICE COMMUNICATIONS CENTER**

SYNOPSIS

Staff recommends that the City Council approve a purchase order in an amount not to exceed \$135,000 to Russ Bassett Corporation of Whittier for the purchase of ergonomic workstations to be used in the Police Department's communication center, and authorization for the Financial Services Director, or designee, to execute the purchase order.

BACKGROUND

The Police Department is replacing dispatch furniture that was installed approximately six years ago. The furniture, which is in use twenty-four hours a day, seven days a week, breaks down frequently and lacks proper ergonomic design.

Four companies were given the criteria of what was being sought and were asked for a bid. One company, Wrightline, was disqualified because the support legs on its product impeded the movement of the dispatchers and was thought to be ergonomically unsound. The remaining companies all offered a comparable product and were given an opportunity to demo their product to the dispatchers.

Russ Bassett was chosen because its design and functionality most closely matched the needs of the organization. It was an additional benefit that the corporate headquarters and factory is less than two hours away.

ANALYSIS

The Police Department received four bids:

Wrightline	\$ 108,403
Bramic Products	\$ 118,000
Russ Bassett	\$ 122,271
Watson Dispatch	\$ 141,104

Russ Bassett's bid was comparably priced and offers the design and functionality that would best suit the needs of the organization. The bid was reviewed and was found to be within market expectations.

FISCAL IMPACT

On March 7, 2007, the City Council approved a budget appropriation of \$135,000 (101.364911.5705) to replace the police dispatch consoles. Therefore, sufficient funds are available for this project. The purchase order for Russ Bassett Corporation is not to exceed \$135,000.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

Does not apply.

RECOMMENDATION

Staff recommends that the City Council approve a purchase order in an amount not to exceed \$135,000 to Russ Bassett Corporation of Whittier for the purchase of ergonomic workstations to be used in the Police Department's communication center, and authorization for the Financial Services Director, or designee, to execute the purchase order.

PREPARED BY:



James Divis
Public Safety Communications Manager

SUBMITTED BY:



Peter A. Weiss
Interim City Manager

REVIEWED BY:

Michelle Skaggs-Lawrence, Deputy City Manager 

Nita McKay, Financial Services Director 

Frank S. McCoy, Chief of Police 