

STAFF REPORT



ITEM NO. 9

CITY OF OCEANSIDE

DATE: April 1, 2009

TO: Honorable Mayor and City Councilmembers

FROM: Neighborhood Services Department

SUBJECT: **APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$117,152 FOR FIXTURES AND FURNISHINGS FOR THE EL CORAZON SENIOR CENTER**

SYNOPSIS

Staff recommends that the City Council approve a purchase order in the amount of \$117,152 to G/M Business Interiors of San Diego for the purchase and installation of Herman Miller furniture for the El Corazon Senior Center at the northwest corner of Oceanside boulevard and Rancho Del Oro Drive, and authorize the Financial Services Director, or designee, to execute the purchase order.

BACKGROUND

The El Corazon Senior Center is nearing completion of the construction phase. The Center will provide senior and community services through a fitness room and classes, nutrition café, enrichment classes, clubs, and social engagements, as well as facility rentals. The facility will be operated with five on-site staff and a minimum of twenty volunteers, and is scheduled to open on June 6, 2009.

Staff became aware of the opportunity to "piggy-back" a San Bernardino County Contract awarded to G/M Business Interiors for which the County of San Bernardino solicited competitive bids. The "piggy-back" of another government contract is in accordance with the City of Oceanside Procurement of Goods and Services Directive (January 24, 2008), "Procurement Directive".

ANALYSIS

Section III.A.6. of the Procurement Directive states as a responsibility of the purchasing officer, "Use cooperative (piggy-back) purchasing agreements wherever possible with

qualified vendors and take advantage of the quantity discounts made available to the City.”

As a Herman Miller dealer, G/M Business Interiors is required to offer the most favorable government prices in accordance with Herman Miller’s agreement under the U.S. Communities Government Purchasing Alliance. Additionally, through the “piggy-back” of the San Bernardino County contract, the City of Oceanside is able to access the most competitive government prices for the necessary furnishings to operate the El Corazon Senior Center. The City of Oceanside was not required to implement competitive bidding because the competitive bidding process already occurred through the contract awarded to G/M Business Interiors by the County of San Bernardino. The Procurement Directive further clarifies the “piggy-back” process in **Section IX. Procurement Clauses:**

F. Cooperative Purchasing Agreements. Nothing contained in this Administrative Directive shall limit the participation by the City in any voluntary cooperative purchasing agreement, or program entered into between the City and the State, County, or other municipalities or agencies. City staff is empowered and authorized to act under the provisions of this section to procure for the City supplies and equipment in conjunction with such voluntary cooperative purchasing agreements, or programs which may be available and advantageous to the City. All formal contract and bidding procedures to be followed in such cases shall be those specifically enumerated in the voluntary cooperative purchasing agreement or program. This is also referred to as “piggy-backing”.

FISCAL IMPACT

The purchase order request for furnishing the El Corazon Senior Center is \$117,152. There is an approximate available balance of \$107,000 in the El Corazon Senior Center account (101.556458.5229) of which \$98,000 will be encumbered for the purchase order. The balance of \$19,152 will come from the Tile Fundraiser account (108.556459.5393.00621). These funds are intended for the purchase and installation of furnishings for the senior center. Therefore, sufficient funds are available.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The referenced standard purchase order form has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

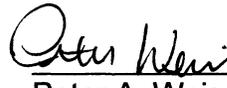
Staff recommends that the City Council approve a purchase order in the amount of \$117,152 to G/M Business Interiors of San Diego for the purchase and installation of Herman Miller furniture for the El Corazon Senior Center at the northwest corner of Oceanside boulevard and Rancho Del Oro Drive, and authorize the Financial Services Director, or designee, to execute the purchase order.

PREPARED BY:

SUBMITTED BY:



Megan Crooks
Management Analyst



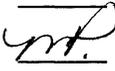
Peter A. Weiss
City Manager

REVIEWED BY:

Michelle Skaggs-Lawrence, Deputy City Manager

Margery Pierce, Neighborhood Services Director

Teri Ferro, Financial Services Director



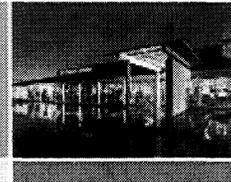


Attachment: G/M Business Interiors Quotation 42209



Business Interiors

Serving Southern California Since 1944



Project ID / Who & Where	Date:	Quotation
EL CORAZON SENIOR CENTER	3/18/2009	42209

BILL TO:	P5466	SHIP TO:	
CITY OF OCEANSIDE NEIGHBORHOOD SER DEPT PARKS & REC DIVISION 300 N. COAST HIGHWAY OCEANSIDE CA 92054		CITY OSC EL CORAZON SENIOR CTR RANCHO DEL ORO OCEANSIDE CA 92054	
MEGAN CROOKS Phone: (760)435-5048 Fax: (760)435-9628		MEGAN CROOKS Phone: (760)435-5048 Fax: (760)435-9628	

I acknowledge that I have inspected color samples, fabrics and finishes specified for the products included in this order. I am satisfied that the products as specified are suitable for my intended purpose. I am aware that this is a custom order and is non-returnable.
* Quotation is valid for 60 days *

Approved by: _____ Signature _____ Print Name _____ Date _____

Product Counts: Systems 10 Desk Units 0 Tables 56 Files 0 Chairs 273 Storage 0 Ancillary 22

Product Summary / Scope of Work

QUOTE FOR: HERMAN MILLER, BAKER, VERSTEEL, FIXTURES & ARCADIA FURNISHINGS

FOR: CITY OF OCEANSIDE, SENIOR CENTER

PRICED PER US COMMUNITIES OR SAN BERNARDINO COUNTY CONTRACTS
TIN# 951688570

SCOPE OF WORK:

- 1) G/M TO RECEIVE AND INSPECT
- 2) G/M TO DELIVER AND INSTALL DURING STANDARD HOURS, M-F, 8-5.
- 3) PLEASE CONTACT MEGAN CROOKS @ 760-435-5048 BEFORE DELIVERY.

LEAD TIME APPROXIMATELY 8 WEEKS; TO BE CONFIRMED ONCE WE HAVE RECEIVED OPTIONS PRODUCT LEAD TIMES FOR HEIGHT ADJUSTABLE TABLES.

BOM	A	Who/What/Where	List	List Ext	Sell	Sell Ext
			Qty.	1	AUDITORIUM	53,454.00

Account Executive: Sonja Helton (shelton@gmbi.net) Project Designer:
AMA: Lisa McClinton (lmccinton@gmbi.net) Page: 1 of 5

BOM	A	Who/What/Where	List	List Ext	Sell	Sell Ext
Qty.	1	AUDITORIUM	53,454.00	53,454.00	29,399.70	29,399.70
Description:			Non-Tax Install	Taxable Install	Freight	Design Fee
12) VERSTEEL 60" DIAMETER FOLDING TABLES 3) VERSTEEL TABLE TRANSPORT 96) FIXTURES ENCORE STACKING CHAIRS 6) FIXTURES 4-WHEEL DOLLY FOR CHAIR STACKS			.00	.00	.00	.00
BOM: See Attached Bill of Materials Piece Count: 117						

BOM	B	Who/What/Where	List	List Ext	Sell	Sell Ext
Qty.	1	CLASSROOM	66,623.00	66,623.00	36,642.65	36,642.65
Description:			Non-Tax Install	Taxable Install	Freight	Design Fee
36) VERSTEEL 24 X 60 RECTANGLE TILE TABLES WITH CASTERS 150) FIXTURES JAZZ ARMLESS STACK CHAIRS 5) FIXTURES 4-WHEEL DOLLY FOR CHAIRS			.00	.00	.00	.00
BOM: See Attached Bill of Materials Piece Count: 191						

BOM	C	Who/What/Where	List	List Ext	Sell	Sell Ext
Qty.	1	COMBO OFFICE	21,460.00	21,460.00	7,494.01	7,494.01
Description:			Non-Tax Install	Taxable Install	Freight	Design Fee
3) CAPER CHAIRS, 4 LEG WITH CASTERS 3) VIVO WORK AREAS; 1 TO HAVE BAKER ELECTRONIC HEIGHT ADJUSTABLE TABLE			.00	.00	.00	.00
BOM: See Attached Bill of Materials Piece Count: 92						

BOM	D	Who/What/Where	List	List Ext	Sell	Sell Ext
Qty.	1	LOBBY	19,968.00	19,968.00	10,782.72	10,782.72
Description:			Non-Tax Install	Taxable Install	Freight	Design Fee
6) ARCADIA CYLINDER OCCASIONAL TABLES 12) ARCADIA SERAFINA ARMLESS LOUNGE CHAIRS: 6 WITH MAHARAM FLORET FABRIC & 6 WITH MAHARAM DART FABRIC			.00	.00	.00	.00
BOM: See Attached Bill of Materials Piece Count: 18						

Account Executive: Sonja Helton (shelton@gmbi.net)

Project Designer:

AMA: Lisa McClinton (lmccclinton@gmbi.net)

Page: 2 of 5

800-686-6583 800-686-6583 Fax: 619-236-0550

<http://www.gmbi.net>

BOM E		Who/What/Where	List	List Ext	Sell	Sell Ext
Qty.	1	LOBBY COMPUTER STATIONS	12,648.00	12,648.00	4,328.88	4,328.88
Description:			Non-Tax Install	Taxable Install	Freight	Design Fee
3) CAPER CHAIRS, 4-LEG WITH CASTERS			.00	.00	.00	.00
3) VIVO COMPUTER WORK STATIONS (1 SINGLE, 1 SHARED FOR 2 USERS)						
2) VIVO BOOKCASE RESOURCE AREAS						
BOM: See Attached Bill of Materials						
Piece Count: 112						

BOM F		Who/What/Where	List	List Ext	Sell	Sell Ext
Qty.	1	MEETING ROOM	2,459.00	2,459.00	1,018.19	1,018.19
Description:			Non-Tax Install	Taxable Install	Freight	Design Fee
1) 42" DIAMETER AVIVE TABLE			.00	.00	.00	.00
4) CAPER CHAIRS, 4-LEG WITH CASTERS						
BOM: See Attached Bill of Materials						
Piece Count: 5						

BOM G		Who/What/Where	List	List Ext	Sell	Sell Ext
Qty.	1	PRIVATE OFFICES	24,316.00	24,316.00	8,831.14	8,831.14
Description:			Non-Tax Install	Taxable Install	Freight	Design Fee
2) MIRRA TASK CHAIRS			.00	.00	.00	.00
2) VIVO OFFICES WITH BAKER ELECTRONIC HEIGHT ADJUSTABLE TABLES						
BOM: See Attached Bill of Materials						
Piece Count: 104						

BOM H		Who/What/Where	List	List Ext	Sell	Sell Ext
Qty.	1	RECEPTION STATION	969.00	969.00	474.81	474.81
Description:			Non-Tax Install	Taxable Install	Freight	Design Fee
3) CAPER CHAIRS, 4-LEG WITH CASTERS			.00	.00	.00	.00
BOM: See Attached Bill of Materials						
Piece Count: 3						

Account Executive: Sonja Helton (shelton@gmbi.net)	Project Designer:
AMA: Lisa McClinton (lmccclinton@gmbi.net)	Page: 3 of 5

BOM	I	Who/What/Where		List	List Ext	Sell	Sell Ext
				Qty.	1	WORK ROOM	
Description:				Non-Tax Install	Taxable Install	Freight	Design Fee
1) AVIVE TABLE 30 X 60 RECTANGLE				.00	.00	.00	.00
BOM: See Attached Bill of Materials							
Piece Count: 1							

BOM	J	Who/What/Where		List	List Ext	Sell	Sell Ext
				Qty.	8	CABLE MANAGEMENT SERVICES	
Description:				Non-Tax Install	Taxable Install	Freight	Design Fee
8) CABLE MANAGEMENT. INCLUDES: CORD CLEATS, SURGE PROTECTORS AND LABOR FOR EACH COMPUTER STATION. (3 LOBBY STATIONS, 3 COMBO OFFICE, 2 PRIVATE OFFICES)				.00	.00	.00	.00
BOM: See Attached Bill of Materials							
Piece Count:							

Account Executive: Sonja Helton (*shelton@gmbi.net*)

Project Designer:

AMA: Lisa McClinton (*lmccclinton@gmbi.net*)

Page: 4 of 5

BOM	K	Who/What/Where	List	List Ext	Sell	Sell Ext
Qty.	1	Z G/M Services	.00	.00	.00	.00
Description:			Non-Tax Install	Taxable Install	Freight	Design Fee
<p>G/M Design Services, if applicable, include field measurements, drawing AutoCAD building shells, developing typical workstation and private office standards, space planning typicals into the floorplan, developing furniture color schemes, order specifications and receiving client approvals for all drawings and color schemes for order entry.</p> <p>G/M Project Management services include drawing checks, order scheduling & routing, electrical consulting with contractors, field checks, construction progress monitoring and installation coordination.</p> <p>G/M Installation Services include receiving and inspecting of each product, damage adjudication with vendors, transporting product if applicable, staging of products, delivery, installation of all furniture, level clean and polishing of all items, vacuum floors and recycling of all waste products associated with the installation.</p> <p>G/M Punchlist Services include formulation of the project punchlist, ordering and receiving of punchlist products, and delivery and installation to finalize the punchlist and project.</p> <p>G/M Warranty Services Department is provided to offer our clients no charge warranty service work for all furniture under valid warranty. G/M maintains electronic copies of our Client's invoices for warranty enforcement. For service requests, our warranty department may be contacted at warranty@gmbi.net</p>			6,854.01	1,332.68	.00	.00
BOM: See Attached Bill of Materials						
Piece Count:						



Product Subtotal:	\$100,090.52
Systems Installation (Taxable)	\$1,332.68
Freight (Taxable)	\$0.00
Delivery and Install (Non-Taxable)	\$6,854.01
G/M Design Services (Non-Taxable)	\$0.00
Taxable Subtotal:	\$101,423.20
Non-Taxable Subtotal:	\$6,854.01
Sales Tax (8.750%)	\$8,874.53
Total:	\$117,151.74

Terms:		
Net 30 Days Terms with Purchase Order	100%	\$117,151.74

Account Executive: Sonja Helton (shelton@gmbi.net)	Project Designer:
AMA: Lisa McClinton (lmccclinton@gmbi.net)	Page: 5 of 5