

**City of Culver City, California
Agenda Item Report**

Meeting Date: <u>01/28/13</u>		Item Number: <u>C-2</u>
CITY COUNCIL AGENDA ITEM: Approval of a Purchase Order with Mity-Lite, Inc. for the Purchase of Replacement Equipment and Furniture for the Veterans' Memorial Complex.		
Contact Person/Dept.: Armando Abrego, Sr. & Soc. Svcs/Facilities Manager		Phone Number: 310-253-6700
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐
Public Hearing: ☐	Action Item: ☐	Attachments: ☐
Commission Action Required: Yes ☐ No ☒		Date: _____
Public Notification: (E-Mail) Meetings and Agendas – City Council (01/23/13).		
Department Approval: Dan Hernandez (01/10/13)	City Attorney Approval: Carol Schwab (by H. Baker) (01/22/13)	
Chief Financial Officer Approval: Jeff Muir (by K. Marsden) (01/23/13)	City Manager Approval: John M. Nachbar (01/23/13)	

RECOMMENDATION:

Staff recommends that the City Council approve a Purchase Order with Mity-Lite, Inc. in an amount not-to-exceed \$76,000 for the purchase of replacement equipment and furniture for the Veterans' Memorial Complex (VMC).

BACKGROUND:

The VMC is a community and recreation rental facility that includes the Veterans' Memorial Building, Culver City Teen Center and Culver City Senior Center. All facilities are available for rentals and regularly accommodate concerts and other performances, workshops and conferences, private parties, community meetings, trade shows and exhibitions as well as other gatherings. VMC rentals are available seven days a week from 7:00 a.m. through 1:00 a.m.

As is to be expected for a busy rental facility, the equipment and furnishings of the VMC are periodically in need of repair or replacement. In recent years, the PRCS Department has begun to replace worn out equipment and furniture with Mity-Lite, Inc.'s durable, yet lightweight, products including folding tables and stacking chairs, which have been shown to exceed expectations and efficiently meet customer requirements.

DISCUSSION:

This procurement is excepted from competitive bidding per Culver City Municipal Code Section 3.07.045.G, which exempts from the competitive bidding requirements

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“Purchases of equipment, goods or supplies where competitive bid procedures have already been utilized by the City, another public agency, including, but not limited to, federal, state and county governments, including, state of California agencies, counties, cities, joint power agencies and special districts, or nonprofit agencies whose main purpose is to assist cities or other public entities, including, but not limited to, the League of California Cities and Independent Cities Association; provided, the equipment, goods or supplies are supplied to the City at the same or better price, as was obtained through the competitive bid procedures of that entity.” The State of California, Department of General Services maintains the California Multiple Award Schedules (CMAS) that offers a wide variety of commodities, non-IT services, and information technology products and services at prices that have been assessed to be fair, reasonable and competitive. The use of these contracts is available to state and local government agencies.

Therefore, staff recommends approving a Purchase Order with Mity-Lite in an amount not-to-exceed \$76,000 (including all applicable taxes, fees, and charges) for the following equipment and furniture:

Quantity	Item
1	Tilt & Tote Stair
3	Guardrails
8	Risers
8	Chair Carts
21	Table Carts
66	Folding Tables
855	Stacking Chairs

FISCAL ANALYSIS:

There are currently sufficient funds available for this expenditure in Capital Improvement and Acquisition (General) Funds Account Number 42080000.730100.PZ876 in the City Council Adopted Budget for Fiscal Year 2012/2013.

MOTIONS:

That the City Council:

1. Approve a Purchase Order with Mity-Lite, Inc. in an amount not-to-exceed \$76,000 for the purchase of replacement equipment and furniture for the Veterans' Memorial Complex; and,

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2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.