



City of Culver City

Staff Report

File #: 24-828, Version: 1

Item #: C-12.

CC - CONSENT ITEM: Approval of a Purchase Order with Western Office, Inc. for Fiscal Year 2023- 2024 in an Amount Not-to-Exceed \$27,000 for Work-Station Furniture for the Information Technology Department.

Meeting Date: March 18, 2024

Contact Person/Dept.: Michele Williams/Information Technology Department
Phone Number: 310-253-5950

Fiscal Impact: Yes No **General Fund:** Yes No

Attachments: Yes No

Commission Action Required: Yes No
Commission Name:

Public Notification: (E-Mail) Meetings and Agendas - City Council (03/13/2024)

Department Approval: Michele Williams, Chief Information Officer (03/07/2024)

RECOMMENDATION

Staff recommends the City Council approve a purchase order with Western Office, Inc. in an amount not-to-exceed \$27,000 for work-station furniture for the Information Technology Department.

BACKGROUND/DISCUSSION

The Information Technology Department requires an office reconfiguration to accommodate additional employees who were hired within the last year. Staff is requesting approval to purchase work-station furniture for the reconfiguration of the Information Technology Department training room to accommodate these additional employees.

This procurement is exempt from formal bidding procedures per Culver City Municipal Code Section 3.07.055.G, which exempts bidding requirements where competitive bid procedures have already been utilized by the City, a public agency or joint powers agency, and the goods or supplies are supplied to the City at the same or better price. The City of Charlotte, North Carolina and the University of California, both recently conducted competitive procurement for office furniture and related services in conjunction with Omnia Partners. In both cases, MillerKnoll was selected as the

vendor and prices were established.

Western Office, Inc. is the only vendor in the region authorized by MillerKnoll to provide the preferred pricing offered through the Omnia Partners contracts with MillerKnoll. Therefore, staff recommends approving a Purchase Order with Western Office for Information Technology office furnishings in an amount not-to-exceed \$27,000, including all fees and taxes.

FISCAL ANALYSIS

Sufficient funding for the purchase order was included in the approved Mid-Year Budget Amendments for Fiscal Year 2023-2024 in Account No. 10124100.740100 (Information Technology - Furniture & Furnishings) and will be carried over into Fiscal Year 2024-2025 if needed.

ATTACHMENTS

None.

MOTIONS

That the City Council:

1. Approve a purchase order with Western Office, Inc. for Fiscal Year 2023-2024 in an amount not-to-exceed \$27,000 for work-station furniture for the Information Technology Department; and,
2. Authorize the Purchasing Officer to issue such Purchase Order on behalf of the City.