



# City of Culver City

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## Staff Report

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File #: 18-0650, Version: 1

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**CC - (1) Approval of a Purchase Order for the Acquisition of Two Hundred (200) Guest Chairs from Office Solutions in an Amount Not-to-Exceed \$65,000, and (2) Approval of a Budget Amendment to Reappropriate Funds to Complete the Citywide Chair Replacement Program (Requires Four-Fifths Vote).**

**Meeting Date:** January 22, 2017

**Contact Person/Dept:** Jeff Muir/Finance Department

**Phone Number:** (310) 253-5865

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐ **Action Item:** ☐ **Attachments:** ☒

**Commission Action Required:** Yes ☐ No ☒

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (01/17/18)

**Department Approval:** Jeff Muir, Chief Financial Officer (01/16/18)

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### **RECOMMENDATION**

Staff recommends the City Council (1) approve a Purchase Order for the acquisition of two hundred (200) office guest chairs from Office Solutions in an amount not-to-exceed \$65,000 to replace existing seating throughout City Hall, and (2) approve a budget amendment to reappropriate funds to complete the Citywide Chair Replacement Program ( **budget amendment requires four-fifths vote**)

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### **BACKGROUND/DISCUSSION**

In general, a majority of the City's office chairs were purchased in 1995 at the opening of the current City Hall and are now over twenty years old, exceeding the warranty period (12 years) and life cycle. With the wear-and-tear conventional to any office furnishing having been maximized, most office seating is now in dire need of replacement.

The aim of the Chair Replacement Program is to standardize the purchase of chairs while also producing cost-savings. The City began this program in 2014 with the aim of replacing all dated

chairs throughout in various buildings. Since that time, over 350 office desk and conference room chairs have been changed out.

This year, the objective is to finalize this initiative. While \$284,000 had been budgeted over the life of this program, approximately \$155,000 has been spent to date. The Purchasing Division is seeking to finalize all office, conference, guest seating purchases during the current fiscal year. Along with the current year budget of \$25,000, staff is requesting a budget amendment to reappropriate the remaining project fund balance of \$100,000 with the objective of completing this program.

To commence program completion, the next project will be the replacement of guest seating in City Hall. The Purchasing Division has surveyed offices throughout the City Hall and identified approximately 200 guest chairs in need of replacement. Staff recommends the City Council approve a purchase order with Office Solutions to replace City Hall guest chairs in an amount not-to-exceed \$65,000.00, including all fees and taxes.

This procurement is exempted from bid requirements per Culver City Municipal Code Section 3.07.045.G, as competitive bid procedures have already been utilized by another public agency. Because Evergreen Guest Chairs as previously supplied by Office Solutions have previously undergone competitive bid procedures with the County of Los Angeles and Office Solutions will supply the same goods at the same or better rate, this procurement meets this requirement.

## **FISCAL ANALYSIS**

In the City Council Adopted Budget for Fiscal Year 2017/2018, \$25,000 was appropriated for a comprehensive chair replacement program in the Equipment Replacement Fund (30716100.740100). A budget amendment is being requested to reappropriate the project balance of \$100,000, which would enable the completion of the City Hall guest seating purchase and result in a remaining balance of \$60,000 to complete additional chair and furnishing replacement purchases throughout the year.

## **ATTACHMENTS**

None

## **MOTION**

That the City Council:

1. Approve a purchase order with Office Solutions for 200 Guest Chairs in an Amount Not-to-Exceed \$65,000, including all fees and taxes;
2. Authorize the Purchasing Officer to issue such Purchase Orders; and
3. Approve a budget amendment in the amount of \$100,000 to reappropriate the balance of project funds for the completion of the Citywide Chair Replacement Program (requires four-

**fifths vote).**