



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 18-01407, **Version:** 1

Item #: A-7

CC - FOUR-FIFTHS VOTE REQUIREMENT: (1) Approval of a Purchase Order with Systems Source, Inc. for Police Station Office Furniture in an Amount Not-to-Exceed \$650,000; and (2) Approval of a Related Budget Amendment (Four-Fifths Vote Requirement).

Meeting Date: July 9, 2018

Contact Person/Dept: Lt. William Browne/ Police Department

Phone Number: (310) 253-6321

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 (07/03/18)

Department Approval: Police Chief Scott Bixby (06/28/18)

RECOMMENDATION

Staff recommends the City Council (1) approve a purchase order with Systems Source, Inc. for Police Station office furniture in an amount not-to-exceed \$650,000, including all fees and taxes, and (2) approve a related budget amendment.

A budget amendment requires a four-fifths vote.

BACKGROUND/DISCUSSION

The Police Department's work stations (desks and cabinets) date back to approximately 1998. These items have become old, worn out and in some areas broken. Staff has performed extensive cleaning on various sections of the partitions and cubicles, but many of the areas still remain unclean. Repairs have been made to broken drawers and cabinets, yet many pieces still do not function properly.

Staff is requesting approval to purchase new work station furniture for all of the Department's Bureaus (Administration, Operations and Community Service), to provide a more presentable and uniform work environment for staff and members of the public.

This procurement is exempted 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. In this instance, the City participates in the U.S. Communities National Cooperative Program (CNCP), which is a government purchasing program aggregating the purchasing power of more than 90,000 public agencies nationwide. The participating agencies are given the ability to make purchases through existing, competitively solicited contracts between a supplier and the lead public agency. Thus, this procurement has already undergone competition procedures to meet the City's requirement. The contract was awarded to furniture manufacturer Knoll, Inc., through the CNCP.

Systems Source, Inc. is the only vendor in the region authorized by Knoll to provide the preferred pricing offered through the CNCP contract with Knoll. Therefore, staff recommends approving a Purchase Order with Systems Source for Police Department office furnishings in an amount not-to-exceed \$650,000.00, including all fees and taxes.

FISCAL ANALYSIS

The City Council Adopted Fiscal Year 2017/18 budget included \$250,000 for Furniture and Furnishings; \$100,000.00 from the General Fund (10140200.740100) and \$150,000 From Asset Seizure Fund (41640454.740100). An additional \$331,605 is requested to be appropriated into Dept. Special Supplies/Police Conversion (10140200.514155). The remaining \$68,395 will be funded from reallocation of funds carried over from Fiscal Year 2017/18 from the following expenditure line items: \$15,000 IT-Software (10140200.732160), \$30,000 Subscriptions (10140200.517100) and \$23,395 Departmental Special Supplies (10140200.514100).

ATTACHMENT

1. 2018-07-09 - ATT PD Current Furniture Photos

MOTION

That the City Council:

1. Approve a purchase order with Systems Source, Inc. for office furniture in an amount not-to-exceed \$650,000, including all fees and taxes; and,
2. Authorize the Purchasing Officer to issue such Purchase Order; and
3. Approve a related budget amendment **(requires a four-fifths vote)**.