



City of Culver City

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Staff Report

File #: 19-1247, **Version:** 1

Item #: C-11.

CC - Approval of a Purchase Order with MityLite, Inc. for Replacement Tables, Chairs, and Carts for the Veterans Memorial Complex Rental Operation in an Amount Not-to-Exceed \$89,285.60.

Meeting Date: May 13, 2019

Contact Person/Dept: Armando Abrego/PRCS
Susan Obrow/PRCS

Phone Number: (310) 253-6724
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Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Public Hearing: ☐

Action Item: ☐

Attachments: Yes ☒ No ☐

Public Notification: (Email) Meetings and Agendas - City Council (05/08/19)

Department Approval: Corey Lakin, PRCS Director (05/02/19)

RECOMMENDATION

Staff recommends the City Council approve a purchase order with MityLite, Inc. for replacement tables, chairs and carts for use by the Veterans Memorial Complex rental operation (VMC Rentals) in Veterans Memorial Building (VMB), the Culver City Senior Center, and the Culver City Teen Center in an amount not-to-exceed \$89,285.60, including all fees and taxes.

BACKGROUND/DISCUSSION

VMC Rentals provides rooms for renters, Parks, Recreation and Community Services (PRCS) Department programs, City departments and City-sponsored events. VMC Rentals is a daily operation and the room equipment is set-up and re-set continuously by the City's building services contractor. In 2013 and 2014, The PRCS Department purchased MityLite, Inc. folding tables, stackable banquet chairs, and associated carts to replace some of the older, heavier equipment in VMB. MityLite, Inc. equipment is lightweight and highly durable furniture. Currently, most of the equipment, including older tables and chairs from other manufacturers, are well-worn. Similarly, there are tables and chairs in the Senior Center that have not been replaced since the site opened in 2003. The recommendation is to replace the equipment with MityLite, Inc. products to maintain a standard

of excellence for our operation. The older equipment shall be stored at VMB, for outdoor City events, and distributed to PRCS park sites.

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, public agency or joint power agency and the goods or supplies are supplied to the City at the same or better price. Because furniture as supplied by MityLite, Inc. have previously undergone competitive solicitation procedures with the State of California Department of General Services as a State Leveraged Procurement Agreement (LPA) and MityLite, Inc. will supply the same goods or supplies at the same or better rate, this procurement meets this requirement (Attachment 1).

Staff recommends the City Council approve a purchase order with MityLite, Inc. for replacement tables, chairs and carts for use by VMC Rentals in an amount not-to-exceed \$89,285.60, including all fees and taxes (Attachment 2).

FISCAL ANALYSIS

The City Council Adopted Budget for Fiscal Year 2018/19 includes sufficient funding in 10130110.740100 (Veterans Memorial Complex / Furniture & Furnishings) to cover the cost of this procurement.

ATTACHMENTS

1. 2019-05-13 - ATT 1 California DGS CMAS Contract
2. 2019-05-13 - ATT 2 Quote from MityLite, Inc.

MOTIONS

That the City Council:

1. Approve a purchase order with MityLite, Inc. for replacement tables, chairs and carts for the Veterans Memorial Complex rental operation in an amount not-to-exceed \$89,285.60, including all fees and taxes; and,
2. Authorize the Purchasing Officer to issue such Purchase Order.