

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of October 28, 2008

ITEM # 13

ITEM TITLE:

Consider Approval to Piggyback on Foundation for California Community Colleges (FCCC) Contract with KI Furniture for Student Desks for Classrooms in Buildings A, D, H and P at Merritt College

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for the purchase of classroom desks from KI Furniture through a piggyback to FCCC Contract number CA0198B, in the amount of \$127,274.20. This is allowable under Public Contract Code Section 20652.

ITEM SUMMARY:

On January 10, 2007, the Board of Trustees appropriated a Measure A budget allocation for Merritt College in the amount of \$5,360,850.83 for instructional furniture, fixtures, and equipment (FF&E). As part of the approved allocation, \$543,750 was earmarked to replace broken and dilapidated tables and chairs for classrooms in Trade Technology Buildings A, Science Building D, and Business Building P with new, ergonomically styled desks and chairs. At this time the college would like to include the Horticulture Complex Building H without changes to the allocated budget. The college has set priorities of systematically replacing desks, tables and chairs throughout the college for various end users in the following order: 1) Students 2) Faculty and Staff 3) Administration. As items are selected and approved by the end users, a request will be presented to the Board. Each user group will work with the District Purchasing Department to procure the needed FF&E.

Approval is requested to authorize the District to piggyback on the FCCC Contract Number CA0918B with KI Furniture for student desks for classrooms in Buildings A, D, H and P at Merritt College, in the amount of \$127,274.20, as follows:

Items	Amount	Discount Received
500 Student Desks (Merritt)	\$127,274.20	55% off retail list

The desks will be used in the following rooms:

Room	# of Desks	Classroom Use
101	35	Landscape Horticulture
108	35	Landscape Horticulture
130	40	Social Sciences, Math, English/ Humanities, Allied Health Programs
132	20	Social Sciences, Math, English/ Humanities, Allied Health Programs
119	30	Social Sciences, Math, English/ Humanities, Allied Health Programs
200	30	Technology & Business, English/Humanities, Math, Legal Administration, Biology, Physical Sciences
233	20	Technology & Business, English/Humanities, Math, Legal Administration, Biology, Physical Sciences
324	25	Technology & Business, English/Humanities, Math, Legal Administration, Biology, Physical Sciences
206	30	Social & Behavioral Sciences, Human Development, Technology & Business, English/Humanities, Math, Legal Administration
208	20	Social & Behavioral Sciences, Human Development, Technology & Business, English/Humanities, Math, Legal Administration
211	30	Social & Behavioral Sciences, Human Development, Technology & Business, English/Humanities, Math, Legal Administration
214	35	Social & Behavioral Sciences, Human Development, Technology & Business, English/Humanities, Math, Legal Administration
215	25	Social & Behavioral Sciences, Human Development, Technology & Business, English/Humanities, Math, Legal Administration
217	30	Social & Behavioral Sciences, Human Development, Technology & Business, English/Humanities, Math, Legal Administration
218	30	Social & Behavioral Sciences, Human Development, Technology & Business, English/Humanities, Math, Legal Administration
203	20	CIS, English/Humanities, Languages, Legal Administration, Ethnic Studies, Social & Behavioral Science
207	25	CIS, English/Humanities, Languages, Legal Administration, Ethnic Studies, Social & Behavioral Science
208	20	CIS, English/Humanities, Languages, Legal Administration, Ethnic Studies, Social & Behavioral Science
TOTAL:	500	

These student desks are the same style that the District has standardized on for all four colleges. By utilizing the FCCC contract directly, the District will save the time and expense of not having to competitively bid each project, yet still receive the competitive bid price. KI will deliver and install all the furniture.

BACKGROUND/ANALYSIS:

FCCC provides several competitively bid, piggyback-able contracts for Community Colleges to use for the purchase of academic and administrative furniture. These piggyback-able contracts save the Districts time and avoid the expense of competitively bidding each project. KI is one of the vendors with a formal contract, # CA0918B with

FCCC, to provide academic furniture to Community Colleges. Under Public Contract Code 20652, the governing board of any community college district without advertising for bids, and when that board has determined it to be in the best interests of the district, may authorize by contract to purchase materials and equipment utilizing the piggyback-able contracts. The District would like to utilize the FCCC (KI Contract # CA0918B) for the District's furniture needs. Under the FCCC contract, the pricing for the KI furniture is based on a percentage discount off the retail list price. The discount varies depending on how much each agency spends. For example, the discount for (Delivered and Installed) furniture between \$250,001 and \$500,000 is 55% off the retail list price. Merritt College is buying 500 Student Desk for classrooms in Buildings A, D, H and P, which qualifies for the 55% discount

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended to authorize the District to piggyback on the FCCC Contract Number CA0918B, (with KI), for the Merritt College's furniture needs and to issue a Purchase Order to KI in the amount of \$127,274.20, for student desks for classrooms in buildings A, D, H and P.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure A (Form number 486) as approved by the voters in Peralta's constituency and authorized under Resolution 05/06-45, Exhibit A-1, Merritt College, "Equipment, technology upgrades, and facility and classroom improvements and expansions for the college's following programs and proposed programs: Science, Child Development, Communications, English as a Second Language at the Fruitvale Education Center, Art, Ceramics, Landscape Horticulture/Design, Learning Center, Liberal Arts, Music, Physical Education/Athletics, and Radiologic Science."

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ NO X

COMMENTS:

No additional comments.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Vice Chancellor Ikhara

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ NO X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Sadiq B. Ikharo Date: October 28, 2008
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharo Date: October 28, 2008
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Thomas Smith Date: 10.21.08
Thomas Smith
Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: Thuy T. Nguyen Date: 10/21/08
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Elihu Harris Date: 10/21/08
Elihu Harris, Chancellor