

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of July 20, 2010

ITEM# 30

ITEM TITLE:

Consider Approval to Piggyback on the Cooperative Purchasing Network (TCPN) Contract #MO732 with Commercial Service Group, for the Laney Tower Furniture for Floors 4 Through 6, in the Amount of \$197,600.53

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to piggyback on the Cooperative Purchasing Network (TCPN) Contract #MO732, with Commercial Service Group, for the Laney Tower Furniture for Floors 4 through 6, in the amount of \$197,600.53.

ITEM SUMMARY:

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 piggyback-able contracts. The District would like to utilize the piggyback-able TCPN Contract #M0732 for Laney's furniture needs.

Laney College contacted four furniture vendors who have competitively bid piggyback-able contracts, and requested each vendor to provide their renditions of furniture for the Laney Administrative Tower Floors 4 through 6. The College specified that some of this furniture will be first used in the swing space (Eagle Village Portable Buildings 4 through 8) while the Tower is being renovated, and later the furniture would be dismantled and transferred to the Tower Floors 4 through 6, its final resting spot. The reason for this was the College wanted to save money and not rent furniture for the swing space, but instead, purchase furniture that would fit both the swing space environment and the final office spaces in the Laney Tower. By purchasing and utilizing the furniture for the swing space, the College would save on the expense of not renting furniture for Eagle Village 4 through 8 (for up to one year). It is estimated this would save \$100,000 in rental fees. Based on review of the furniture, the College has determined the Commercial Service Group's (CSG) furniture best suits it needs and would like to utilize the TCPN piggyback-able contract to purchase the furniture.

BACKGROUND/ANALYSIS:

Four piggyback-able furniture vendors (CSG, KI, Haworth, and One Work Place) were contacted to design furniture that could be utilized in the swing space (Eagle Village 4 through 8) while the Laney Tower is being renovated (approximate duration of the renovation is one year), and later this furniture would be transferred to the Laney Tower Office's Floors 4 through 6. Floor plans for the Eagle Village office swing space were created by YHLA architects. As part of this process, thoughtful consideration was put into finding the most cost effective way to provide furniture for all of the Tower occupants in the temporary swing space. In order to accommodate the required number of workstations for all faculty, classified staff, and administrators, it was determined that it was not possible to use existing tower furniture because it was either too old (and insecure), or too large to be able to fit the required number of workstations. This left two options: rental or purchasing of new furniture. By purchasing and utilizing the furniture for the swing space, the College will save on the expense of not renting furniture for Eagle Village 4 through 8 (for up to one year).

All four vendors provided their renditions of the space (based on some design parameters that the College provided), and presented their renditions and drawings to the College and District Purchasing staff. After review by the College and District Purchasing staff, two vendors (CSG and KI) were selected to fine tune their proposals.

This project consists of two phases, and the vendors provided a quote for each phase. Each phase and the vendors' quotes are listed below:

- **Phase I** is to procure only the furniture that will physically fit into the swing space (Eagle Village 4 through 8) and will be utilized instead of rental furniture, and consists of approximately 79 "L" shape desks, 144 overhead cabinets and some partitions. This furniture will be later transferred to the Laney Tower.
- **Phase II** consists of approximately 113 multimedia storage cabinets, partitions, and approximately 32 additional desks that would not fit in the swing space, but are required to furnish out the remainder of the Tower Floors 4 through 6 offices. The District has secured a quote for this furniture but will not actually issue the purchase order for the furniture until the Tower renovation project is near completion. Should the renovation be delayed or if there is a steel increase (which affects the price of the furniture) the District will at a later date will come back to the Board of Trustees and request approval for the change order. At this time the vendor is committed to holding the quoted discounts until December 31, 2011.

Below are the two final proposals the District received for this project.

Phases	CSG Quote	KI Quote
Phase I (Only the Furniture that will fit in the Swing Space)	\$80,378.64	\$122,673.82
Phase II (Remainder of Furniture for Laney Tower Offices Floor 4-6)	\$112,821.89	\$107,194.74 (price includes a 7% escalation)
Move and reinstallation charges to move the Phase I Furniture to the Tower Floors 4-6	\$4,400.00	\$13,500.00
Total	\$197,600.53	\$243,368.54

Both vendors provided valid piggyback-able contract pricing. KI quoted from the National Joint Powers Alliance Contract (NJPA) and CSG quoted from The Cooperative Purchasing Network (TCPN) contract. The price variance between the two vendors is due to the style differences of the furniture. Based on review of the proposals, the College has determined the Commercial Service Group's (CSG) furniture best suits it needs and would like to utilize the TCPN piggyback-able contract to purchase the furniture, in the amount of \$197,600.53. The price variance between the two vendors is due to the style differences of the furniture.

ALTERNATIVES/OPTIONS:

None.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended to piggyback on the Cooperative Purchasing Network (TCPN) Contract #MO732, with Commercial Service Group, for the Laney Tower Furniture for Floors 4 through 6, in

the amount of \$197,600.53. By utilizing a piggyback-able contract directly, the District will save time and expense of not having to competitively bid this project, yet still receives the competitive bid price. Also by purchasing the furniture now and utilizing it for the swing space the District saves the cost of not renting furniture.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure A, as approved by the voters in Peralta's constituency and authorized under Resolution 05/06-45, Exhibit A-1, Laney College, "Administration – Tower building repairs, upgrades, and renovations."

Budget Code: 1-63-391-6403-1-710000-2314-00

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

YES _____ No X

COMMENTS:

All Board recommended contracts are subject to negotiation and execution by the Chancellor.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Vice Chancellor Ikharo

DID A BOARD STANDING COMMITTEE REVIEW 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: July 13, 10
Dr. Sadiq B. Ikharo
Vice Chancellor for General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharo Date: July 13, 10
Dr. Sadiq B. Ikharo
Vice Chancellor for 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: _____ Date: _____
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: 7/15/10
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: _____ Date: _____
Wise E. Allen, Chancellor