

PERALTA COMMUNITY COLLEGE DISTRICT  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of January 18, 2011**

ITEM # 37

**ITEM TITLE:**

Consider Approval to Purchase Furniture for the Laney Tower Swing Space from Commercial Services Group (CSG) through a Piggyback-able Contract

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested to purchase furniture for the Laney Tower Swing Space from Commercial Services Group (CSG) through a piggyback-able contract, in the amount of \$169,064.39.

**ITEM SUMMARY:**

The Laney Administration Tower Renovation project will displace all Tower occupants for approximately 10-12 months. The vast majority of those occupants (faculty, classified staff and administrators) will be housed in the Eagle Village (EV) portables 1-10. On July 20, 2010, the Peralta Board of Trustees approved the purchase of furniture for the Tower floors 4-6 from CSG in the amount of \$197,600.53. The purchase was divided into two phases:

- Phase I Furniture would be bought immediately to be used in some of the swing space to reduce the amount spent on rental furniture. It consists of 79 desks, 140 overhead storage bins, and 31 partitions for a total amount of \$80,378.64. This purchase will furnish only portables EV4-EV7 and half of EV8, so additional partitions are required for EV4-EV7, and partitions and furniture are required for EV1-EV3, and remainder of EV8-EV10 (see below).
- Phase II Furniture would purchase the remainder of furniture required for floors 4-6 once the Tower renovation was complete. It consists of 113 multimedia storage cabinets, partitions, and 32 desks that would not fit in the swing space. None of this furniture is required in the portable EV swing space, and thus will be purchased once the Tower renovation project is complete.

For the remainder of the swing space furniture required for EV1-EV3 and EV8-EV10, Laney College had intended on renting furniture from CSG, but when the District reviewed the rental quote (for the 10-12 month duration), it was determined that it would be less expensive to purchase the furniture from CSG. By purchasing the furniture from CSC, the pricing for the Phase I furniture (above) will now also decrease, due to a larger volume discount.

**BACKGROUND/ANALYSIS:**

When proposals were submitted for the purchase described above, all four vendors, CSG, KI, One Work Place, and Hayworth, noted that the overhead bins from each

company are specified to connect to partitions from their respective company only. Overhead bins purchased from one vendor will not connect to partitions purchased from any other vendor. Based on the fact that the overhead bins Laney College is purchasing from CSG will not function with partitions from the other vendors, Laney College looked into two options: renting the remaining furniture or purchasing the remaining furniture from CSG.

The remainder of the swing space furniture for portables EV1-EV10 consists of:

- EV1-EV3 and are designed to house the administrative staff and will require 13 workstations (which will utilize existing furniture) for administrators and **20 workstations** for the classified support staff. Administrators will have confidential spaces with actual walls going from floor to ceiling which gives flexibility of design for the workstations. The other staff will be in cubicle office spaces separated only by partitions.
- EV1-EV10 will only need partitions and bins that were not purchased under Board of Trustees approval in July 20, 2010. The District only purchased partitions that will fit in the final Tower floors 4-6, and not all that was required for the swing space. An additional **278 partitions, 112 overhead storage bins, and connection hardware** are required for the sectioning off of all workstations in the portables EV1-EV10.
- EV8-EV10 are designed to house the remainder of faculty not housed in portables EV4-EV7 and will require **28 more workstations**.

Because of the number of workstations required, and the limited space (and ADA requirements) in the swing space portables, Laney College could only use existing furniture for managers and for staff and faculty with confidentiality requirements, and the remainder of the faculty will require these new 48 workstations, 278 partitions and 112 overhead storage bins.

#### Analysis of Rental Cost versus Purchase:

- The rental quote from CSG totals \$11,945.06 per month plus \$21,181.75 for delivery, installation, and pick-up. For a full year the total is: \$11,945.06/month x 12 months = \$143,340.72 rental furniture plus \$21,181.75 delivery/pick-up = \$164,522.47 for one year's rental cost.
- When this rental is added to the Phase 1 purchase amount of \$80,378.64, the total is \$244,901.11 to fully furnish the EV1-10 portables for one year (see chart below).
- The purchase of the furniture would be under the piggyback-able contract The Cooperative Purchasing Network (TCPN # R4971). In putting together a purchase quote for the remaining furniture, CSG was able to combine it with Phase 1 furniture purchase for Tower floors 4-6 (outlined above), which had not

yet been ordered, and offer a larger discount for all furniture. This amounts to approximately 4% more discount, or approximately \$7,200 in savings from the Phase I purchase.

By purchasing the furniture instead of renting, the District saves \$75,836.72 as follows:

	<b>Rental/Purchase Option</b>	<b>Combined Purchase Option</b>	<b>Difference</b>
Phase I Furniture Purchase	\$80,378.64	\$169,064.39	
12 Month Rental Furniture Cost	\$164,522.47		
Total	\$244,901.11	\$169,064.39	\$75,836.72

**ALTERNATIVES/OPTIONS:**

None.

**EVALUATION AND RECOMMENDED ACTION:**

Laney College has determined that the CSG furniture best suits the needs of the college and would like to purchase the necessary desks, storage bins, partitions, and hardware to fully furnish the swing space portables. By purchasing the furniture under The Cooperative Purchasing Network (TCPN) contract # R4971, from CSG, the District will save \$75,836.72 over the rental cost. Approval is recommended to piggyback on the TCPN contract with CSC for the purchase of swing space furniture for EV1-EV10, in the amount of \$169,064.39. The original Phase I furniture approved by the Board of Trustees on July 20, 2010 will be now purchased under this Board approval and will ultimately be used in the Laney Tower floors 4-6.

The Laney Administrative Tower Swing Space project has been discussed by the Board of Trustees and the Board Facilities and Land Use Committee.

**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, Swing space for "Administration – Tower building repairs, upgrades, and renovations."

**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 RECOMMEND THE ITEM? YES X NO**

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

**PLEASE ACQUIRE SIGNATURES IN THIS ORDER:**

**DOCUMENT PREPARED BY:**

Prepared by: Sadiq B. Ikharo Date: 1-10-2011  
Dr. Sadiq B. Ikharo  
Vice Chancellor of General Services

**DOCUMENT PRESENTED BY:**

Sadiq B. Ikharo Date: 1-10-2011  
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: Ron Gerhard, by Roxanne Epstein Date: 1/13/11  
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, by Roxanne Epstein Date: 1/13/11  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: Wise E. Allen Date: 1/12/11  
Wise E. Allen, Chancellor