

PERALTA COMMUNITY COLLEGE DISTRICT  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of May 10, 2011**

ITEM # 20

**ITEM TITLE:**

Consider Approval to Purchase Furniture for Merritt College Building Q through Piggyback Contracts with Commercial Services Group/Sam Clar

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested to purchase furniture for Merritt College Building Q from Commercial Services Group/Sam Clar through piggyback-able contracts, in the estimated amount of \$261,145.06.

**ITEM SUMMARY:**

Under Public Contract Code Section 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 purchase of materials and equipment utilizing piggyback-able contracts. Two furniture vendors who have competitively bid piggyback-able contracts were requested to provide quotes for the required furniture for Merritt Building Q. Both vendors met with the users and the College Furniture Selection Committee to determine which furniture best met the college's needs. Following are the resulting quotes:

VENDOR	LOCATION	TOTAL BID
Commercial Services Group/Sam Clar	San Francisco	\$ 251,101.02 <b>\$ 261,145.06*</b>
One Work Place	Milpitas	\$ 285,057.44

\*Quote with estimated 4% increase effective May 8, 2011 (see below).

The lowest quote was submitted by Commercial Services Group/Sam Clar, in the amount of \$251,101.02. Administrative staff was informed that Commercial Services Group/Sam Clar has an annual price increase scheduled for May 8, 2011 of approximately 4%. The actual price will be provided at the Board meeting on May 10, 2011. Even with an increase of 4%, the quote is lower than the other quote received from One Work Place, and acceptance of the quote from Commercial Services Group/Sam Clar, estimated at \$261,145.06, is recommended. The prices were quoted under three piggyback-able contracts: TCPN/Allsteel Contract #R4971, CMAS/WorkRite Contract #4-05-71-0041A and CMAS/WorkRite Contract #4-08-01-0067B.

**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, Merritt College, "Plumbing, electrical, mechanical system upgrades and improvements," and "Classroom and facilities repairs and ground improvements."

**BACKGROUND/ANALYSIS:**

This furniture purchase will complement the major remodel of the Administration Building Q at Merritt College, one of the previously Board approved Merritt College Modernization and Short-Term Projects, funded by Measure A. Furniture will be purchased for the offices of the college president, vice presidents, business manager, cashier and IT staff, as well as conference rooms and associated offices and rooms. The college has relocated its president and his administrative staff, the vice presidents, business manager and IT staff from Building Q to other locations to accommodate the construction project, which is scheduled for completion by May 31, 2011. The furniture is necessary to provide a habitable working space for the college staff. In order to minimize the disruption to the college's administrative functions, students and staff, and to adhere to the project schedule, the furniture purchase must be approved at this Board meeting.

**ALTERNATIVES/OPTIONS:**

Not applicable.

**EVALUATION AND RECOMMENDED ACTION:**

Approval is recommended to purchase furniture for Merritt College Building Q from Commercial Services Group/Sam Clar through piggyback-able contracts, in the estimated amount of \$261,145.06.

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

Yes \_\_\_ No X

**COMMENTS:**

All Board approved 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 \_\_\_ No X**

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

**PLEASE ACQUIRE SIGNATURES IN THIS ORDER:**

**DOCUMENT PREPARED BY:**

Prepared by: Sadiq B. Ikhano Date: 4/28/11  
Dr. Sadiq B. Ikhano  
Vice Chancellor of General Services

**DOCUMENT PRESENTED BY:**

Sadiq B. Ikhano Date: 4/28/11  
Dr. Sadiq B. Ikhano  
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, electronically by ve Date: 5/2/11  
Ron Gerhard, Chief Financial Officer

**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, electronically by ve Date: 5/6/11  
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: 5/2/11  
Wise E. Allen, Chancellor

## Building Q New Furniture Quote

Ship To: Merritt College  
Building Q  
12500 Campus Dr.  
Oakland CA, 94619

Bill To: Perata Community College  
District  
333 East 8th Street  
Oakland, CA 94607

1st Floor Qty	Description	Manufacturer - Product Series	Unit	Ext
2	Work Stations	Allsteel Concensys Work Stations, Allsteel Relate Seating		
1	Private Office	Allsteel Cadence Desk and Storage, Allsteel Relate Seating		
			Allsteel Sub-total	\$7,839.91
			Workrite Sub-total	\$662.73
2nd Floor Qty	Description			
2	Private Office	Gunlocke Medley Desk and Storage, Allsteel Relate Task Seating		
1	Private Office	Allsteel Align Desking and Storage, Allsteel Relate Task Seating		
2	Private Office	Allsteel Align Desking and Storage, Allsteel Relate Task Seating, Gunlocke Miles Side Seating		
2	Work Stations	Allsteel Align System and Storage, Allsteel Relate Seating		
3	Workstations	Allsteel Terrace System, Allsteel Relate Task Seating, Allsteel Essentials Storage		
3	Workstations	Allsteel Cadence, Allsteel Relate Task Seating, Allsteel Essentials Storage		
2	Conference	Gunlocke Converge Table, Allsteel Scout Seating		
1	Kitchen	Allsteel Merge Table, Allsteel Seek Seating		
1	Copy Room	Allsteel Work Tables, Height Adjustable Table		



For more information, please contact us at 1-800-451-1111



**Building Q  
New Furniture Quote**

1	Cashier	(2) Allsteel Concensys Freestanding Tables and Storage, Relate Seating				
				Allsteel Sub-Total		\$60,667.44
				Gunlocke Sub-Total		\$35,927.65
				Workrite Sub-total		\$2,209.10
				Safco Sub-total		\$432.00
<b>3rd Floor</b>						
	<b>Description</b>					
7	Workstations	Allsteel Align System, Allsteel Relate Task Chairs, Allsteel				
1	Conference	Gunlocke Converge Table, Allsteel Scout Chairs				
2	Private Offices	Gunlocke Medley Desks and Storage, Gunlocke Miles Side Chairs, Allsteel Relate Task Chairs				
1	Private Office	Align Desk and Storage, Relate Task Seating				
6	Reception Seating	Gunlocke Miles Side Chairs				
				Allsteel Sub-Total		\$63,268.95
				Gunlocke Sub-Total		\$37,733.35
				WorkRite Sub-Total		\$4,676.51



**Building Q  
New Furniture Quote**

Product Total		\$213,417.64
Tax	*tax included on all purchased items	\$20,808.22
Grand Total		\$234,225.86

Purchase Order #: \_\_\_\_\_

Client Signature: \_\_\_\_\_

\*Separate purchase Order must be made out to: TCPN/Allsteel/Contract #R4971 C/O Sam Clar Office, Furniture 1221 Diamond Way Concord, CA 94520

\*Separate purchase Order must be made out to: CMAS/WorkRite Contract #4-05-71-0041AC/O Sam Clar Office Furniture 1221 Diamond Way Concord, CA 94520

\*Separate purchase Order must be made out to: CMAS/WorkRite Contract#4-08-01-0067B C/O Sam Clar Office Furniture 1221 Diamond Way Concord, CA 94520

\*Sam Clar Must receive Purchase Order, Signed Finish Sheet, and Signed Drawings in order to expedite furniture order

Installation		
Total	*Installation priced to include prevailing wage on wall starts remaining installation charges based on normal wage.	\$15,376.00
Tax		\$1,499.16
Grand Total		\$16,875.16

Purchase Order #: \_\_\_\_\_

Client Signature: \_\_\_\_\_

\*Installation pricing based on work done during normal business hours space free and clear of items and debris.

