

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of April 23, 2013

ITEM TITLE:

Consider Approval to Purchase Furniture for the Laney Tower through the use of a Piggyback-able Contract.

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to purchase furniture for the Laney Tower from Allsteel Inc., The Gunlocke Company LLC., HON, and Sam Clar (Commercial Services Group) using a piggyback-able contract through The Cooperative Purchasing Network in the not-to-exceed amount of \$873,344.59.

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 that it is 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 (The Cooperative Purchasing Network) Contract #R4971,R4859 and R4982 for Laney Tower's furniture needs.

The Cooperative Purchasing Network (TCPN) is a national governmental purchasing cooperative that exists to leverage the purchasing capabilities of governmental entities in all 50 states. All TCPN contracts are competitively bid and evaluated by a lead government entity. The lead entity awards the contract to national vendors in accordance with purchasing procedures mandated by state procurement laws and regulations. TCPN contracts are then available for use and benefit by public and private schools, colleges, universities, cities, counties, non-profits and all other governmental entities. This piggy-back contract has been reviewed and appropriate discount was applied to this purchase by the vendor as verified by the Purchasing Department.

The Laney College administration, staff, and faculty are scheduled to reoccupy the Laney Tower by the end of June 2013. The building occupants previously relocated from Laney Tower into the Eagle Village swing space prior to the beginning of the Laney Tower Modernization Project. As part of the move into the swing space, the Board of Trustees approved a furniture purchase for a portion of Laney Tower floors 4, 5, & 6 in the amount of \$169,064.39 from Allsteel Inc. and Sam Clar (Comercial Services Group) was the furniture installer. This furniture purchase for a portion of Laney Tower floors 4, 5, & 6 was installed in the Eagle Village swing space to service the Laney Tower occupants (administration, staff, and faculty) while the Tower Modernization project was under construction.

The District, Laney College administration, faculty, and staff collaborated and participated in the furniture selection. Under this request, the District in collaboration with the Laney College administration will purchase the following from Allsteel Inc., The Gunlocke Company LLC., HON, and Sam Clar (Commercial Services Group) through a piggyback-able contract competitively bid out and negotiated by The Cooperative Purchasing Network: complete furniture requirement for the remaining floors 2, 3, 7, and 8 at Laney Tower. The remaining furniture for floors 4, 5, and 6 will be purchased from Allsteel Inc. The following are reasons why this furniture purchase is **urgent**:

- The District is on a strict timeline to move-in faculty, administration, and staff, currently housed at Eagle Village and Library, before June 30, 2013, before the Fall semester begin.
- The lead-time from issuing a PCCD Purchase Order and delivery of new furniture from the vendors will take eight (8) weeks. This only gives the furniture vendors a limited time to transport and install furniture and for the occupants to move back into Laney Tower.
- Employee's productivity and motivation will be enhanced due to better working environment.

Once the District issues a Purchase Order to the vendor Allsteel Inc., The Gunlocke Company LLC., HON, and Sam Clar (Commercial Services Group), the manufacturing, delivery and installation of furniture will begin and requires a time period of approximately two months. Laney campus administration and District staff have completed their planning with the vendor and a quotation has been received and incorporated into this request.

After Board approval, the District will immediately begin the requisition process in order for vendors to deliver the furniture by mid-June, 2013. The furniture installation and setup timeline is as follows:

Anticipated Schedule for Furniture Installation and Setup	
Board of Trustees Approval	April 23, 2013
Procure Furniture Process Begins	April 24, 2013
Estimated Time of Delivery of Furniture (8 weeks)	Mid-June, 2013
Completion of Furniture Setup & Installation	June 24, 2013
Final Occupancy	June 30, 2013

The District will coordinate and work with the Laney College administration to finalize the purchase of furniture. On January 18, 2011, the Board of Trustees approved a furniture purchase for a portion of Laney Tower floors 4, 5, and 6, in the amount of \$169,064.39. The remaining furnishings for Laney Tower floors 4, 5, and 6 will now be purchased from Allsteel Inc. and this will complete those floors.

Laney Tower Floors 4, 5, and 6 Allsteel Inc. (Manufacturer)	Fees +Tax
1. Furniture Procurement for floors 4, 5, and 6	\$63,226.51
2. Dismantling and reinstallation of existing Eagle Village. Furniture and delivery and installation of new furniture for Floors 4, 5, and 6 – Prevailing Wage	\$56,276.92
Sub-Total	119,503.43
Tax	10,755.31
TOTAL	\$130,258.74

Additionally, this procurement will include full furnishings and installation for the remaining Laney Tower floors 2, 3, 7, and 8. The breakdown of this purchase is as follows:

Laney Tower Floors 2, 3, 7, and 8 Manufacturers	Fees +Tax
Allsteel	\$326,730.37
Gunlocke	\$304,672.37
HON	\$6,498.11
Labor	\$105,185.00
TOTAL	\$743,085.85

All Board approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends approval.

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: 1-63-391-6403-1-710000-2389.

BACKGROUND/ANALYSIS:

Before occupying the swing space at Eagle Village, Laney College intended to renting and purchasing furniture from CSG, but it was determined by the District that it would be more financially advantageous to purchase the furniture from CSG instead of leasing them. Furniture for Laney Tower floors 4, 5, and 6 was previously approved by the Board of Trustees on January 18, 2011, which was partially procured and installed in the swing space, Eagle Village. The purchase of furniture for the Laney Tower Swing Space from CSG was through a piggyback-able contract in the amount of \$169,064.39.

DELIVERABLES AND SCOPE OF WORK:

Under this purchase, CSG deliverables will include complete furnishings for floors 2 to 8.

ANTICIPATED COMPLETION DATE:

The anticipated completion date for this work is June 24th, 2013

ALTERNATIVES/OPTIONS:

None

EVALUATION AND RECOMMENDED ACTION:

Furniture supplied by CSG is highly recommended because it specifically addresses the needs of the Laney College students, administration, faculty, and staff. Approval is recommended to piggyback on the TCPN contract with CSG for the purchase of the remaining furniture for floors 4, 5, and 6 and full furnishings and installation in the Laney Tower floors 2, 3, 7, and 8.

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

YES X No

The District must coordinate and work with the Purchasing Department to buy furniture and collaborate with the Laney College administration, faculty, and staff to move-in the furniture.

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

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Dr. Sadiq B. Ikharo Date: April 16, 2013
Vice Chancellor of General Services

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Sadiq B. Ikharo Date: April 16, 2013
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: Ronald Gerhard Date: 4-19-13
Ron Gerhard, 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 Thi Nguyen Date: 4-19-13
Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: José M. Ortiz Date: 4-16-13
Dr. José M. Ortiz, Chancellor