

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of October 22, 2013

ITEM TITLE:

Consider Approval of an Amendment No. 2 to the Agreement with Sam Clar Office Furniture for Rental of Furniture for Laney College Portable Buildings (Interim Swing Space)

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for an Amendment No. 2 to the agreement with Sam Clar Office Furniture for the rental of furniture for Laney College Portable Buildings (Interim Swing Space), in the amount not-to-exceed \$13,675.00.

ITEM SUMMARY:

This request extends the time period of furniture rental for the counseling portable buildings (interim swing space) at Laney College from August 26, 2013 through December 31, 2013. The furniture rental is required until the counselors can move-in and take occupancy of the offices that are allocated to them when this project is complete. Counselors could not move in the middle of the semester due to delays in the delivery and installation of furniture by the vendor and electrical issues.

There is also the need to make the move into the Tower during December to minimize any disruption of counseling functions to our student in the mid-semester. The cost is \$2,734.75 per month, with the total furniture rental amount not-to-exceed \$13,675.00 for the remainder of this calendar year. Sam Clar is a California corporation managed by John Schwartz (Chief Executive Officer); the business is located in Concord, California. All Board recommended contracts are subject to 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, Merritt College, "Additional space for the college Learning Center," "HVAC in Library," "Repair and refurbish Library bathrooms," "Language listening lab in Library," "Group Study rooms in Library," "Program/Event space in Library," "Remodel ancillary staff rooms in Library," and "Equipment, technology upgrades, and facility and classroom improvements for the college's following 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."

BACKGROUND/ANALYSIS:

In March of 2011, the original agreement was approved by the Board of Trustees, in the amount not-to-exceed \$47,061.75. On October 9, 2012, the governing Board of Trustees authorized for an Amendment No. 1 to the agreement with Sam Clar Office Furniture, in the not-to-exceed amount of \$37,335.00, for the counseling portable buildings (interim swing space) at Laney College. The furniture rental is required until completion of the major modernization of the Tower Building at Laney College. The continued furniture rental was necessary to provide a habitable working space environment for the temporarily relocated college staff.

DELIVERABLES AND SCOPE OF WORK:

This Board action will extend an existing independent contractor agreement for one year.

ANTICIPATED COMPLETION DATE:

The extension will expire on December 31, 2013.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for an Amendment No. 2 to the agreement with Sam Clar Office Furniture, in the amount not-to-exceed \$13,675.00 for the period from August 26, 2013 through December 31, 2013.

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 Ikharo

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

DOCUMENT PREPARED BY:

Prepared by: Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: 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: Ronald Gerhard
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
Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: José M. Ortiz

Dr. José M. Ortiz, Chancellor