

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of December 10, 2013**

**ITEM TITLE:**

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

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested to purchase supplemental furniture for the Laney Tower from Commercial Services Group (CSG) through a piggyback-able contract, in an amount not-to-exceed \$18,329.88.

**ITEM SUMMARY:**

Under Public Contract Code section 20652, the Governing Board of Trustees of any community college district, without advertising bids, and when that Board has determined that it is in the best interests of the District, may authorize by contract to purchase materials and equipment utilizing piggyback-able contracts. The District will continue to use the piggyback-able TCPN (The Cooperative Purchasing Network) Contract #R4971 to purchase this supplemental furniture for Laney Tower. This TCPN was originally used to procure the original furniture to support the needs of the administration, faculty and staff at Laney College.

This supplemental furniture purchase for the Counseling Department will provide required functionality and better ergonomic support. This request is to provide additional furniture that was not procured in the original purchase order approved by the Board of Trustees on April 9, 2013.

Commercial Services Group is a division of the parent company, Sam Clar. The company is a California corporation managed by John Schwartz (Chief Executive Officer); the business is located in Concord, California. 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:**

Originally, the District in collaboration with the Laney College administration, faculty, and staff purchased the remaining furniture requirements on floors 4, 5, and 6; and complete furniture requirement for the remaining floors 2, 3, 7, and 8 at Laney Tower. The piggyback-able TCPN Contract #R4971 was used to procure these furniture purchases. On January 18, 2011, the Governing 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 furnishing for Laney Tower floors 4, 5, and 6 were purchased, in the amount of \$99,472.25, which was approved by the Board of Trustees on April 9, 2013. This furniture purchase for a portion of Laney Tower floors 4, 5, and 6 was installed in the Eagle Village swing space to service the Laney Tower occupants (administration, staff, and faculty) while the Tower Modernization project took place.

The fee for furniture procurement and installation for Laney Tower floors 2, 3, 7, and 8 was \$743,085.85. On April 9, 2013, the Governing Board of Trustees approved this furniture purchase amount for Laney College administration, staff, and faculty to reoccupy Laney Tower.

**DELIVERABLES AND SCOPE OF WORK:**

Under this purchase, CSG deliverables will provide additional furnishings for the Laney Tower counseling offices.

**ANTICIPATED COMPLETION DATE:**

The anticipated completion date for this work is March, 2014.

**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 furniture.

**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



Peralta Community College District  
 Department of General Services  
 333 East 8<sup>th</sup> Street • Oakland, California 94606 •  
 (510) 466-7346

For District Use Only
FORM NO: <u>10605</u>
Date Rec'd:

## INSTRUCTIONAL FURNITURE & EQUIPMENT PROCUREMENT REQUEST FORM (MEASURE A PROCUREMENTS ONLY)

RUSH

This form is to be use to request Measure A funding support for:

- \* Program development,
- \* Special instructional projects, and
- \* Related furniture and equipment.

INCOMPLETE SUBMITTALS WILL BE RETURNED

RECEIVED

SEP 11 2013

Peralta Community College  
General Services

RECEIVED

### INSTRUCTIONS:

SEP 13 2013

District Finance

1. REQUESTOR/CAMPUS to Complete SECTIONS I AND II
2. REQUESTOR/CAMPUS to obtain required signatures and approvals prior to submittal to District
3. REQUESTOR/CAMPUS to forward completed ORIGINAL (with required approvals to:

Dr. Sadiq B. Ikharo, Vice Chancellor of General Services  
 Peralta Community College District Office,  
 DISTRICT ADMINISTRATION CENTER  
 Department of General Services  
 Tel: (510) 466-7336 Fax: (510) 587-7284

Purchasing Dept.  
 RECEIVED  
 SEP 12 2013

4. DISTRICT to log and assign an internal tracking number. Forms will then be forwarded to the Finance Department and the Chancellor's Office for signatures.
5. DISTRICT TO COMPLETE SECTION III (DGS & FINANCE)
6. DISTRICT to send approved forms to CAMPUS BUSINESS OFFICE
7. CAMPUS can then initiate requisition and forward copy of requisition & approved request form (with backup documents) to the Purchasing Department for their files.
8. CAMPUS to send copy of requisition only to Dept. of General Service. Please include assigned tracking number on requisition.



3. Procurement description: *(You may attach additional information.)*

This is a request to purchase additional furniture panels for the tower furniture that wasn't included in the original order.

4. Procurement justification: *(Note: Procurement request must refer to Bond language.)*  
Measure A, as approved by the voters in Peralta's constituency and authorized under Resolution 05/06-45, Exhibit A-1, District wide Project, "Equipment, technology updates, and faculty and classroom improvements for the college's following programs: Biology, Business, Chemistry, CIS, Culinary Arts, Dance, ECT, Foreign Language, Geography, Math, Theater Arts and Welding."

5. What are the procurement objectives and benefits to the students, program, and college?

This order will benefit the student, faculty, and staff in providing them a better work and meeting environment.

6. Procurement estimates: *(Please names and list the final cost estimates from three different vendors, suppliers, or trades. In addition, please attach the original estimates.)*

	<u>Name</u>	<u>Cost</u>
1.	Sam Clar - All Steel	\$2,816.39
2.		
3.		

7. Appendix Description: *(Please list any additional attachments, such as price quotes, etc.)*

Quote # : 126690

Req. # 2- 78037

SECTION II - CONTACT INFORMATION & CAMPUS APPROVALS

COLLEGE CONTACT INFORMATION			
Contact:	Kinetta Barnett		
Email:	kroberts@peralta.edu	Phone:	510-464-3228

COLLEGE APPROVALS

1. OFFICE OF INSTRUCTIONAL SERVICES

Vice President of Instructional Services: Carole Bogue  
(Print Name)

Signature: Carole Bogue Date: 9/10/13  
Email: cbogue@peralta.edu Phone: 53213

2. BUSINESS OFFICE

ACCOUNT CODES:

L	FUND	COST CENTER	OBJECT	PR	ACTIVITY	SPJ	LN
5	63	531	6403	1	710000	2301	00

Will this impact any future budgets?  No  Yes

Requisition No.: 2-78637

College Business Officer (Required for District Review): Chungzai Chun  
(Print Name)

Signature: [Signature] Date: 9/6/13  
Email: cchun@peralta.edu Phone: (510) 986-6984

3. COLLEGE PRESIDENT'S OFFICE

College President (Required for District Review): Elvora Webb  
(Print Name)

Signature: [Signature] Date: 9/6/13  
Email: ewebb@peralta.edu Phone: 510-464-3236

SECTION III - DISTRICT APPROVALS  
(TO BE COMPLETED BY DISTRICT OFFICE (DGS & FINANCE))

Procurement: Laney Tower Furniture

Budget Expenditure: MEASURE A #1065

RECOMMENDATIONS

Approved

Request Incomplete (*Please complete highlighted areas*) Return by: \_\_\_\_\_

Rejected (*Review justification below*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY

Sadiq B. Ikharo

*Dr. Sadiq Ikharo, Vice Chancellor of General Services*

9-12-13

*Date*

\_\_\_\_\_  
*Ron Gerhard, Vice Chancellor of Finance & Administration*

*Date*

CHANCELLOR OFFICE

\_\_\_\_\_  
*Dr. José M. Ortiz, Chancellor*

*Date*

# SAMCLAR

OFFICE FURNITURE THAT WORKS

www.samclar.com  
 CORPORATE OFFICE  
 1221 DIAMOND WAY, CONCORD, CA 94520

phone 925 602 3900  
 fax 925 602 5054

CALL TOLL-FREE 800 SAM CLAR / 800 726 2527

CONCORD SHOWROOM / WAREHOUSE phone 925 671 7171  
 1221 DIAMOND WAY, CONCORD, CA 94502 fax 925 689 5829

QUOTATION No:126690

Quoted TO: JOHNNIE/MICHAEL

PHONE:510/587-7806

Page 1  
 08/20/13  
 03:53 PM

Ship-to: TEMP  
 LANEY COLLEGE  
 TOWER PROJECT  
 900 FALLON AVE  
 OAKLAND, CA 94606  
 JOHNNIE/MICHAEL

Bill-to: 20054961  
 PERALTA COMMUNITY COLLEGE  
 ATTN. ACCOUNTS PAYABLE  
 333 EAST 8TH, STREET  
 OAKLAND, CA 94606

YOUR PO#	EXPIRES	REPRESENTATIVE	TERMS
PO REQ'D	10/19/13	266 DAN PETERS - CSG	NET 30

ITEM	DESCRIPTION	ORDERED	PRICE	EXTENSION
001				
002	EXTRA SUPPORTS FOR TOWER			
003	SURFACES			
004				
005	74871 PER ATTACHED BOM	1 EA	2393.84 EA	2393.84
006				
007	0001001 DELIVERY CHARGE - IN HOUSE	1 EA	190.00 EA	190.00
008				
009	SPECIAL ORDERS ARE NON-CANCELLABLE	1 EA	.00 EA	.00
010				
011	PURCHASE ORDER# _____	1 EA	.00 EA	.00

MERCHANDISE	TAX	TOTAL
2583.84	232.55	2816.39

Item	✓	↓	↑	Preview	Mfg	Cat	Part Number	Part Description	Category	Tag	Qty	List	Ext List	Ext Purchase	Purchase %
1	✓				ALS	HRC	CDG	Gussets (1 Pr)	WORKSURFACE SUPPORT		23	\$ 99.00	\$ 2,277.00	\$ 523.71	77.00%
							S(COREPNT) P7D	Core Ck Opts CLR: Brownstone							
2	✓				ALS	AED	CEP2429F	Freestanding 24DX29-1/2H End Panel Support	ACCESSORY		5	\$ 152.00	\$ 760.00	\$ 174.80	77.00%
							S(COREPNT) P7D	Core Ck Opts CLR: Brownstone							
3	✓				ALS	HRC	CDG	Gussets (1 Pr)	WORKSURFACE SUPPORT		15	\$ 99.00	\$ 1,485.00	\$ 341.35	77.00%
							S(COREPNT) P7D	Core Ck Opts CLR: Brownstone							
4	✓				ALG	HRC	CEP2420P	Panel Mount 24DX29-1/2H End Panel Support	WORKSURFACE SUPPORT		3	\$ 171.00	\$ 513.00	\$ 117.99	77.00%
							S(COREPNT) P7D	Core Ck Opts CLR: Brownstone							
5	✓				ALS	HRC	CEP2429F	Freestanding 24DX29-1/2H End Panel Support	WORKSURFACE SUPPORT		27	\$ 152.00	\$ 4,104.00	\$ 943.92	77.00%
							S(COREPNT) P7D	Core Ck Opts CLR: Brownstone							
6	✓				ALS	AED	CEP1125F	Freestanding 11DX29-1/2H End Panel Support	ACCESSORY		9	\$ 141.00	\$ 1,269.00	\$ 291.87	77.00%
							S(COREPNT) P7D	Core Ck Opts CLR: Brownstone							
Grand Total													\$ 10,408.00	\$ 2,353.84	77.00%



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Business Unit: PCCD1  
Requisition ID: 2000078637

Header

\*Requester:  TRAN, THIEN T  
\*Requester Info:  09/06/2013  
\*Origin:  LOA  
\*Currency Code:  USD  
Accounting Date:  09/06/2013

Status: Pending

Budget Status: Valid

Hold From Further Processing

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[Document Status](#)  
Amount Summary

Total Amount: 2,583.84 USD  
Tax Amount: 292.55 USD  
Total Amount: 2,816.39 USD

Select Lines To Display

Line:  To:  [Retrieve](#)

[Catalog](#)  
[Requester Items](#)

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	*Taxable	Status
1		Quote # 126690, Please	1.0000	EA	6403	2,393.84000	2,393.84	Yes	Pending
2		Delivery Charge	1.0000	EA	6403	190.00000	190.00	Yes	Pending

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### Requisition Defaults

Business Unit: PCCD1      Requisition Date: 09/06/2013  
 Requisition ID: 2000078637      Status: Pending

Line: [input]  
 \*Buyer: [input] JHIEBERT      Unit of Measure: [input]  
 Vendor: [input] 0000728253      Vendor Location: [input] MAIN  
 Category: [input] 6403      Vendor Lookup

Schedule: [input] 5      \*Taxable: Yes  
 Ship To Location: [input]      \*Distribute by: [input]  
 Due Date: [input]      \*Liquidate by: [input]  
 Ultimate Use Code: [input]      One Time Address: [input]  
 Distribution: [input]  
 SpeedChart: [input]

Asset Information [icon]

Customize | Find | View All | [icon] First 1 of 1 Last

Dist	Percent	GL Unit	Location	Fund	Cost Ctr	Program	Activity Suffix	Project	Acct Line	Budget Date	Location
1	100.0000	PCCD1	5	63	531	1	710000	2301	00	09/06/2013	5

OK      Cancel      Refresh