



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: September 25, 2007

TO: Mayor and Councilmembers

FROM: Facilities Division, Public Works Department
Administration Division, Community Development Department

SUBJECT: 630 Garden Street Renovation

RECOMMENDATION: That Council:

- A. Find it in the City's best interest to waive the formal bid process, as authorized by Municipal Code 4.52.080 (k), and authorize the General Services Manager to issue a purchase order without bids, to Mobile Modular in the amount not to exceed \$32,528, as the supplier for the rental of modular trailers to temporarily house Community Development Staff;
- B. Authorize the General Services Manager to issue change orders to Mobile Modular, as required, in a total amount not to exceed \$3,253 to cover contingencies;
- C. Find it in the City's best interest to waive the formal bid process, as authorized by Municipal Code 4.52.080 (k), and authorize the General Services Manager to issue a purchase order without bids, with Smart Business Interiors (SBI) in the amount not to exceed \$125,000, as the supplier for Rosemount modular office cubicles for the second floor at 630 Garden Street; and
- D. Authorize the General Services Manager to issue change orders to SBI, as required, in a total amount not to exceed \$12,500 to cover contingencies that may result from minor design changes.

DISCUSSION:

In 1987, a major two-story addition was made at the site of the Public Works Department located at 630 Garden Street. After the project was complete, the Community Development Department moved into the new two-story addition and the two Departments have worked together at 630 Garden Street since that time. The second floor is occupied primarily by Community Development Administration, Housing, Planning, and Redevelopment Staff.

After a number of years of "settling," the sub-floor on the second floor began to show signs of cracking and must be repaired. The complete project involves moving all second-floor staff to other locations, removing the office cubicles and furniture, removing the 20-year-old carpet, and repairing the floor. The relocation of staff during the repair affords us an opportunity to repaint, retrofit the existing fluorescent lights to an energy-efficient configuration, install new carpet, and replace the office cubicles.

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Rental of Modular Trailers

After contacting three suppliers of temporary office trailers, Mobile Modular was the only company who was responsive to the City's inquiries and provided a fair and reasonable price for their services. They can meet the City's needs for modular office units and are able to comply with the City's tight schedule on the required delivery date.

Office Cubicle Purchase

There are a number of reasons to replace the cubicles:

- We need to reconfigure and add cubicle space;
- Components of the furniture line currently installed are no longer available in the same size and color; and
- The cubicle furniture, which is 20 years old, is breaking down, and will be difficult to reassemble, once taken apart.

The Community Development Department is recommending that Council approve a sole source purchase order with Smart Business Interiors for the removal of the current office cubicles, and the installation of new office cubicles using the Rosemount EVA product line (preferably using recycled materials).

There are a number of reasons that staff can support a sole source purchase order for the office furniture.

First, we interviewed three space planners / furniture companies to determine their qualifications and options for furniture. Staff selected SBI because they are a local firm, have many local installations that we were able to visit and talk to the current owners about, and they offered to do the space planning for free. SBI has worked with the City for many months, educating us on the various levels of recyclable, remanufactured, and new products.

Second, SBI assembled four examples of different office systems at their local warehouse for our review. This allowed us to compare quality, sustainability, and cost by seeing and comparing the products. After that review, a committee made up of Community Development staff chose the Rosemount furniture as the best product. With a competitive bid process, it would have been very difficult to write specifications that would guarantee us the furniture quality and sustainability features of the chosen Rosemount system.

Finally, and most importantly, Rosemount furniture has a Government Services Administration (GSA) contract which was already competitively bid by the Federal Government and guarantees a discounted price to any governmental entity that chooses from their line. The discount is upwards of 65% off their retail price.

The Community Development Remodel Committee conducted nine months of analysis and selected the Rosemount line based upon quality, physical evaluations of sample cubicles, environmental quality, and guaranteed discounted price. The staff, including the General Services Manager, are comfortable recommending a sole source contract.

SUSTAINABILITY IMPACT:

Using environmentally safe methods and products has been one of the top goals of this project. That includes updates to the light fixtures, new paint, carpet, floor repair solutions, and picking a furniture company committed to the 3 R's of conservation – reduce, re-use, and recycle. The manufacturer, Rosemount, uses an environmentally friendly manufacturing process and facility that includes the following components: 1) 100% of all scrap cardboard, scrap steel, and aluminum are recycled; 2) zero wastewater, waste oil, chlorofluorocarbons and solvent emissions; 3) factory lighting is energy-efficient; and 4) the plant exceeds federal and state clean-air standards.

The Rosemount product line is made of 100% recycled content fabric, uses water-based adhesives that are 99% free of VOC (volatile organic compounds) emissions, uses recycled powder-coated resin, and ensures that 100% of the product can be recycled, among other items.

BUDGET/FINANCIAL INFORMATION:

This is an approved Fiscal Year 2008 General Fund Capital Project and sufficient funds are budgeted and available.

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APPROVED BY: City Administrator's Office