



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Scott P. Johnson

SUBJECT: SEE BELOW

DATE: November 20, 2006

Approved

Ray Wines

Date

11/29/06

COUNCIL DISTRICT: Citywide

**SUBJECT: AWARD OF FORMAL BID FOR FREESTANDING FURNITURE FOR
CENTRAL SERVICE YARD PHASE II MOVE**

RECOMMENDATION

Report on bids and approval of the award of the purchase of Freestanding Furniture and authorization to the Director of Finance to execute the purchase orders for the newly reconstructed Central Service Yard to:

- a. Corporate Express (Newark, CA), the low bidder for bid group C and E for an amount not to exceed \$63,085.94 including tax;
- b. California Commercial Interiors (Santa Cruz, CA), the low bidder for bid group B, for an amount not to exceed \$2,202.50 including tax;
- c. One Workplace (Milpitas, CA), the low bidder for bid group A and D, for an amount not to exceed \$55,134.05 including tax.

OUTCOME

With the purchase of this freestanding furniture the Central Service Yard will be able to furnish the newly reconstructed buildings B, F and G.

BACKGROUND

This action is consistent with approved San Jose City Council/Financing Authority Council Memo dated 11/8/05 (Council Date 11/15/05, Agenda 2d). Funding was approved for Furniture, Furnishings and Equipment totaling an estimated \$660,000.

With the purchase of this freestanding furniture the Central Service Yard will be able to furnish the newly reconstructed buildings B, F and G to be ready for occupancy for the move of Park Recreation and Neighborhood Services, Department of Transportation and General Services staff from the Main Yard to Central Service Yard and within the Central Service Yard. Freestanding furniture is being purchased rather than modular furniture given that the use is for conference rooms and assembly areas.

ANALYSIS

A notice inviting bids for freestanding furniture was published on San Jose Bid line and Demand Star on October 31, 2006. In addition, bid packages were e-mailed directly to three vendors. Five bids were received and publicly opened by the November 13, 2006 deadline. Bids were received from the following companies:

- Corporate Express, Newark, CA
- California Commercial Interiors, Santa Cruz, CA
- Contract Office Group, Milpitas, CA
- One Workplace, Milpitas, CA
- Vanguard Legato, San Jose, CA

This procurement had five bid groups. Groups were developed per product manufacturer and product type. Companies were allowed to offer an equivalent product at bid submittal and General Services reviewed comparable items during the evaluation process. Bidders were able to bid on any or all of the groups. Staff recommends award of contract to the low bidder of each bid group.

The table below depicts the prices submitted, including tax, for each group with the low bid in each category shown in bold. Any adjustments for the Local and Small Business Preference did not have an effect on award.

Bid Group	Manufacturer	Product Type	Corporate Express	California Commercial Interiors	Contract Office Group	One Workplace	Vanguard Legato
Group A	Hon	Office Desks and accessories	\$53,422.46	\$53,772.53	\$60,739.87 (1)	\$49,668.68 (1)	\$55,171,78 (2)
Group B	Anthro	Freestanding Workstations	\$2,394.49	\$2,202.50	\$2,288.56 (1)	\$2,254.30 (1)	NO BID
Group C	Herman Miller/ Corp. Express	Chairs	\$41,923.06	\$56,830.49	\$44,519.41 (1)	NO BID	NO BID
Group D	Workrite	Keyboard Trays	\$5,020.64	\$5,429.82	\$4,672.42 (1)	\$4,087.01 (1)	\$4,750.61 (2)
Group E	Lyon	Lockers	\$21,162.88	\$24,072.09	\$24,727.84 (1)	\$21,204.80 (1)	NO BID
ADJUSTED TOTAL FOR LBE/SBE:			\$63,085.94	\$2,202.50	N/A	\$53,755.69	N/A
TOTAL:			\$63,085.94	\$2,202.50	N/A	\$55,134,05	N/A

(1) Adjusted for the Local Business Preference of 2.5%.

(2) Adjusted for the Local and Small Business Preference of 2.5% each for a total of 5%.

Staff recommends the award of Group A and D to One Workplace, Group B to California Commercial Interior, and Group C and E to One Workplace, the lowest bidders for the respective groups, pursuant to the formal bidding requirements of section 4.12.120 of the San Jose Municipal Code.

POLICY ALTERNATIVES

Not applicable.

PUBLIC OUTREACH/INTEREST

Criteria 1: Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**

Criteria 2: Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**

November 20, 2006

Subject: Freestanding furniture for Central Service Yard Phase II Move

Page 4

- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

While this recommendation is below the \$1 million threshold, this memorandum will be posted on the City's website for the December 12, 2006 Council Agenda. A request for bid was issued on October 31, 2006 and advertised on the City's bid line, www.demandstar.com, and emailed to three (3) vendors directly.

COORDINATION

This memorandum has been coordinated with the Department of General Services, the City Manager's Budget Office, and the City Attorney's Office.

FISCAL/POLICY ALIGNMENT

This Council item is consistent with Council approved Budget Strategy Memo, General Principle #2, "We must focus on protecting our vital core city services".

COST SUMMARY/IMPLICATIONS

Not applicable.

BUDGET REFERENCE

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	2006-2007 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
395	4962	Central Service Yard Phase II	\$5,440,000	\$120,422	V-1258	10/17/2006 Ord. No 27888

HONORABLE MAYOR AND CITY COUNCIL

November 20, 2006

Subject: Freestanding furniture for Central Service Yard Phase II Move

Page 5

CEQA

Not a project.



SCOTT P. JOHNSON
Director, Finance

For questions please contact Walter C. Rossman, Chief Purchasing Officer at (408) 535-7051.