



REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604
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CONSENT

November 1, 2005

Honorable Mayor and
Members of the City Council

Subject: Systems Furniture Reconfiguration Contract

Location/Council District: Citywide

Recommendation:

Adopt a Resolution: 1) Suspending competitive bidding, and authorizing the City Manager to execute a contract in an amount not to exceed \$300,000 to Cimarron of California (at the request of City Staff, Cimarron of California has already performed work with invoices totaling \$143,785, of that amount, \$28,785 has been paid).

Contact: Cynthia Kranc, Facilities Manager, 808-2258; Paul Kay, General Supervisor, 808-6339

Presenters: Not applicable

Department: General Services

Division: Facility and Real Property Management

Organization No: 3275

Summary:

After competitive bidding, in May 2004, the City entered into Agreement #CO2004-100 with IBEX Integrated Business Environment, Inc. (IBEX) for an amount not to exceed \$90,000 for systems furniture services. Specifically, work to be done pursuant to the agreement included demolition, installation and reconfiguration of systems office furniture in support of the move of City Staff to the new City Hall. In April 2005, during the move to relocate City staff to the new City Hall, IBEX informed City staff it could not fulfill remaining obligations under the contract. Because the City was in the middle of the process of moving to the new City Hall, City staff asked Cimarron of California ("Cimarron"- the second lowest bidder from the May 2004 competitive bid process) to assist with relocating and/or installing systems office furniture in the new City Hall. With Cimarron's assistance, the City was able to vacate two existing leases in a timely manner to meet lease expiration dates. At the request of City staff, without a written contract, Cimarron did work in the amount of \$143,785 in support of the move to new City Hall, of which \$28,785 has been paid. The City has additional work that needs to be done in an amount not to exceed \$156,215.

Committee/Commission Action: None

Background Information:

In April 2004, the Department of General Services issued an invitation for bid for office systems furniture reconfiguration, demolition, relocation, and installation work on an as-needed basis. The work to be done included moving and/or installing systems office furniture in support of the City's vacation of leased City facilities and relocation of City staff to the new City Hall. IBEX was selected as the lowest responsive and responsible bidder and a "not-to-exceed" contract for \$90,000 was awarded in May 2004. In April 2005, in the middle of the move to the new City Hall, IBEX informed staff that it would be unable to perform any additional work and formally withdrew from the contract.

With critical deadlines from lease expirations pending, City staff contacted Cimarron, the second lowest bidder in the original April 2004 invitation for bid. Cimarron was able to immediately mobilize and assisted the City in vacating two existing leases in a timely manner to meet lease expiration dates. To date, Cimarron has performed work in the amount of \$143,785, of which \$28,785 has been paid. Inadvertently, City staff did not complete a formally executed contract with Cimarron (with Council approval for work over \$100,000) prior to work being done and payments made to Cimarron. This Council report corrects this oversight through the requested approval of a formal agreement with Cimarron for this work.

In addition to the work already completed, the City has an immediate need for assistance: 1) relocating and installing systems furniture in support of Code Enforcement's move to City-owned office space located at 2812 Meadowview Road; 2) relocating and installing systems furniture in support of Parks Information Technology's move to City-owned space at the Coloma Community Center located at 4623 T Street; and 3) completing projects currently identified and in the pipeline at various locations in the City.

Because of the immediate need for assistance in moving and/or installing systems furniture both for work that has already been completed in support of the move to new City Hall and for work that needs to be done on an expedited basis in support of additional City staff moves, staff believes it is in the best interest of the City to suspend additional competitive bidding and use the results of the prior competitive bid process for this work from May 2004.

The requested contract approval with Cimarron will:

- Reimburse Cimarron for work related to vacating leased facilities in preparation for the move to the new City Hall totaling \$143,785 (of which \$28,785 has been paid)
- Allow Cimarron to install systems furniture supporting the move of Code Enforcement to City-owned office space located at 2812 Meadowview Road: Estimated at \$85,000

- Allow Cimarron to install systems furniture supporting the move of Parks IT to City-owned space a Coloma Community Center located at 4623 T Street: Estimated at \$14,500
- Allow for completing projects currently identified and in the pipeline for daily operational needs: Estimated at \$56,715

City staff is preparing a new bid package to bid out future projects.

Financial Considerations:

The Cimarron contract will be funded with \$200,000 by the Citywide Moves/Relocation capital improvement project (PN: BC26, Fund 101) and with \$100,000 from the Department of General Services Fiscal Year 2005/06 operating budget (101-310-3275). As of August 1, 2005, CIP BC26 has an unobligated balance of \$529,271. Sufficient funding exists in both CIP BC26 and the department operating budget to award the contract to Cimarron in the amount of \$300,000.

Environmental Considerations:

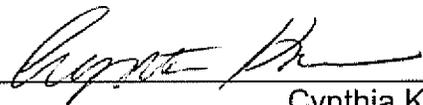
The contract award to Cimarron for office systems furniture work is not considered a project as defined by the California Environmental Quality Act because it does not involve an activity that will cause a direct or indirect physical change in the environment and does not require further environmental review.

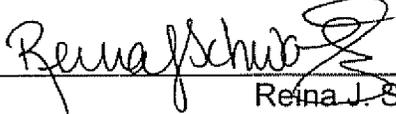
Policy Considerations:

The action requested is consistent with the Sacramento City Code, Title 3 and with the City's Strategic Plan goal to expand economic development.

Emerging Small Business Development (ESBD):

IBEX and Cimarron are both City of Sacramento certified ESBD firms.

Respectfully Submitted by: 
Cynthia Kranc
Facilities Manager

Approved by: 
Reina J. Schwartz
Director, Department of General Services

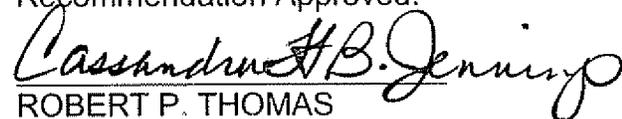
Recommendation Approved:

ROBERT P. THOMAS
City Manager

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RESOLUTION NO.

Adopted by the Sacramento City Council

November 1, 2005

APPROVING CONTRACT AWARD TO CIMARRON OF CALIFORNIA FOR SYSTEMS FURNITURE RECONFIGURATION

BACKGROUND

- A. In May 2004, the City awarded a contract to IBEX Integrated Business Environment, Inc. in an amount not to exceed \$90,000 for office systems furniture reconfiguration, demolition, relocation, and installation. The work under the contract included relocation and installation of office systems furniture in support of the move of City staff to the new City Hall. In April 2005, IBEX withdrew from the contract during City staff's move to the new City Hall.
- B. After IBEX Integrated Business Environment, Inc. withdrew from the contract, pursuant to the request of City staff, Cimarron of California (the next lowest bidder from the May 2004 competitive bid process), assisted the City in relocating and/or installing systems office furniture in support of the move of City staff to the new City Hall with a total cost of \$143,785.
- C. The City has an immediate need for additional work that needs to be done in support of additional City staff moves in an amount not to exceed \$156,215.
- D. It is in the best interest of the City to suspend additional competitive bidding because of the immediate need for additional systems office furniture relocation in support of additional City staff moves.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. Competitive bidding is suspended.
- Section 2. The City Manager is authorized to execute a contract in the amount of \$300,000 with Cimarron of California, including payment in an amount totaling \$143,785 for work previously completed and partially paid.