

REQUEST FOR COUNCIL ACTION



CITY COUNCIL MEETING DATE:

OCTOBER 20, 2020

TITLE:

APPROVE A CONTRACT AMENDMENT TO INCREASE THE AGGREGATE AMOUNT BY \$400,000 (\$200,000 ALLOCATED TO THE LIBRARY AND \$200,000 ALLOCATED TO THE CORPORATE YARD) FOR OFFICE FURNITURE, INSTALLATION, AND RELATED SERVICES WITH THE ESTABLISHED CITY VENDORS TO BE FUNDED BY THE CANNABIS PUBLIC BENEFIT FUND AND ENTERPRISE FUNDS (SPECIFICATION NO. 19-114) (NON-GENERAL FUND)

CLERK OF COUNCIL USE ONLY:

APPROVED

- ☐ As Recommended
- ☐ As Amended
- ☐ Ordinance on 1st Reading
- ☐ Ordinance on 2nd Reading
- ☐ Implementing Resolution
- ☐ Set Public Hearing For _____

/s/ Kristine Ridge

CITY MANAGER

CONTINUED TO _____

FILE NUMBER _____

RECOMMENDED ACTION

Authorize the City Manager to execute a contract amendment to increase the aggregate amount by \$400,000 (\$200,000 allocated to the Library and \$200,000 allocated to the Corporate Yard) for office furniture, installation, and related services with the established City vendors to be funded by the Cannabis Public Benefit Fund and Enterprise Funds, subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

Recently, the City of Santa Ana Library Services department completed improvements to the Newhope Branch Library, which included new furniture. The City is looking to implement furniture upgrades to the Children's Area and Teen Space at the Santa Ana Main Library as well.

The Public Works Agency Water Resources Division needs to reconfigure and repurpose existing spaces located in the Corporate Yard's Administration Building A. Existing office space does not meet the needs of current staffing levels. As a result, the Division is looking to complete office space improvements within the current fiscal year.

On December 3, 2019, the City Council awarded contracts to the following vendors for the purchase of office furniture, installation, and related services:

<u>Vendor</u>	<u>Location</u>
Culver –Newlin	Corona
GM Business Interiors	Riverside
Interior Office Solutions	Irvine
Pivot Interiors	Costa Mesa
Yamada Enterprises	Huntington Beach

The total aggregate amount between the five selected vendors was for an amount not to exceed \$1,213,740, which includes a 10 percent contingency. The Santa Ana Library Services department has already expended its allocation of this total amount for furniture at the Newhope Branch and the Public Works Agency has additional needs as well from those identified in the initial award, therefore the City is requesting an amendment to the contract to increase the total aggregate amount for these new projects.

FISCAL IMPACT

As part of the request by the City to carry forward funds from Fiscal Year 2019-20 to 2020-21, presented to the City Council on October 6, 2020, the City included \$200,000 in Cannabis Public Benefit Funds for this contract increase to purchase furniture for the Library.

Funds for both the Library and Water Resources furniture purchases will be expended in Fiscal Year 2020-21 as follows:

Fiscal Year	Accounting Unit-Account #	Fund Description	Accounting Unit, Account Description	Amount
FY 20-21	01213020-63001	Cannabis Public Benefit Fund	PRCSA Youth Services, Miscellaneous Operating Expenses	\$200,000
FY 20-21	05617640-63001	Sanitary Sewer Service Fund	Sanitary Sewer Service, Miscellaneous Operating Expenses	\$10,000
FY 20-21	06017640-63001	Water Fund	Water Utility Water Production & Supply, Miscellaneous Operating Expenses	\$85,000
FY 20-21	06017641-63001	Water Fund	Water Systems Maintenance, Miscellaneous Operating Expenses	\$10,000
FY 20-21	06017645-63001	Water Fund	Water Admin Engineering, Miscellaneous Operating Expenses	\$85,000
FY 20-21	06017646-63001	Water Fund	Water Meter Services, Miscellaneous Operating Expenses	\$10,000
Total				\$400,000

Approve a contract amendment for furniture, installation, and related services

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Fiscal Impact Verified By: Kathryn Downs, CPA, Executive Director – Finance and Management
Services Agency

Submitted By: Brian Sternberg., Executive Director – Library Services Agency
Nabil Saba, P.E., Executive Director, Public Works Agency