



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**June 21, 2022**

---

**TOPIC:** Amendment to Office Furniture, Installation, and Related Services Contract

---

**AGENDA TITLE:**

Approve an Amendment to the Contracts for the Citywide Purchase of Office Furniture, Installation and Related Services by \$4,250,000 and Include Quality Office Furnishings, Inc. to the List of Approved Vendors on Contract (Specification No. 19-114) (General and Non-General Fund)

**RECOMMENDED ACTION**

1. Authorize the City Manager to execute an amendment to increase the aggregate contract authority by \$4,250,000 for various citywide furniture projects beginning June 21, 2022 and expiring upon completion of the identified projects, subject to non-substantive changes approved by the City Manager and City Attorney. These purchases have already been budgeted across multiple departments.
2. Authorize the City Manager to include Quality Office Furnishings, Inc. of Yorba Linda, CA to the established list of approved vendors on the aggregate contract listed below:

<u>Vendor</u>	<u>Location</u>
Culver-Newlin	Corona
GM Business Interiors	Riverside
People Space	Irvine
Pivot Interiors	Costa Mesa
Quality Office Furnishings, Inc.	Yorba Linda
Yamada Enterprises	Huntington Beach

**DISCUSSION**

The City of Santa Ana has recently embarked on a renovation initiative to rehabilitate multiple floors of City Hall and City Yard offices to stay up-to-date with state and federal compliance laws. To utilize the newly modernized space as efficiently as possible, high-quality, structurally sound, and compliant work environments will be essential for maximum staff productivity. Meeting this goal requires purchasing office furniture; items include desks, modular workstations, conference room tables, seating, storage cabinets

and filing systems. In addition, professional services such as space planning reconfiguration, project management, and installation services are necessary. As the City continues to hire additional staff and identify opportunities for increased efficiency, the need to purchase additional office furniture that recognizes better space utilization is needed.

On December 3, 2019, the City Council awarded contracts to the five vendors mentioned above to purchase office furniture, installation, and related services. The total aggregate amount between the five selected vendors was not to exceed \$1,213,740. On October 20, 2020, the City Council approved an amendment for an additional \$400,000 for services to the Main Library and the Public Works' Water Resources Division, bringing the total aggregate amount to \$1,613,740. On February 16, 2021, the City Council approved a contract amendment for an additional \$163,808 for the Public Works' Administrative Services Division, for a new total aggregate amount not to exceed \$1,737,548. At this time, various departments are planning for substantial tenant improvements to their respective spaces, requiring new furniture and workplaces to accommodate the new configurations. Therefore, staff recommends amending the purchase authority to increase the aggregate contract amount by \$4,250,000. Below is a summary of planned improvements from various departments.

#### City Attorney's Office

The City Attorney's Office plans to replace their decades-old conference table and chairs, and convert deposition rooms into additional work areas for new staff members.

#### Clerk of the Council

The Clerk of the Council's Office has added new staff to their department and will need additional bookcases and shelves for both current and new staff members.

#### Community Development Agency

The Community Development Agency's Economic Development Division anticipates hiring new staff and will require office modifications and new workstations. The Housing Authority Division is potentially growing with new staff members, and they too will require office modifications and workstations and possible office relocation.

#### Finance & Management Services

The Finance & Management Services department is renovating the 3<sup>rd</sup> floor, and six workstations and two offices will be constructed. These new spaces will require furniture. The Central Services Division has antiquated furniture that needs to be updated due to basement renovations. The Purchasing Division on the 4<sup>th</sup> floor will also be under renovation, and will need to replace its existing furniture with updated items to match the aesthetic.

#### Human Resources

The Human Resources Department goal during the 5<sup>th</sup> floor renovations is to bring workspaces into compliance with state and federal compliance laws and provide additional workspaces to accommodate workforce changes. This includes recently approved positions and moving the Risk Management Division to the 5<sup>th</sup> floor with the rest of the HR Department staff. It also includes furniture for the conference room waiting area/hallway.

#### Information Technology

The Information Technology Department will be undergoing a major renovation on the 2<sup>nd</sup> floor and is requesting to replace office furniture that has been in service for over 16 years. Items needed include desks, conference tables, chairs, cubicles, overhead bins, cabinets, seating, and workstations.

#### Parks, Recreation, & Community Services

PRCSA will undergo a remodeling project on the 2<sup>nd</sup> floor of City Hall. The project aims to provide additional workspaces to centralize PRCSA staff, install adequate workspace to improve efficiencies, and include new furniture for a conference room.

#### Planning and Building Agency

The Planning and Building Agency is in the beginning stages of remodeling and upgrading existing offices and conference rooms. Once completed, new furniture and workstations will be needed to replace PBA's out-of-date furniture.

#### Police Department

The Police Department's roll call room is a heavy-traffic area and its furniture sees premature wear and tear. Therefore, the chairs and tables require replacement. The PD Building and Facilities Division would like to maximize space at the department and require the replacement of out-of-date furniture with new community chairs, tables, and the reconfiguration of cubicles.

#### Public Works Agency

The Public Works' Maintenance Services Division is requesting space planning services, the reconfiguration of workspaces, and new workstation installation services for current and new staff members. In addition to these services, they also need new furniture to replace their current decades-old furniture. The Public Works' 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, and new furniture is needed for the newly configured spaces. The Public Works' Administrative Services Division is in need of office configuration, as well as new cubicles, desks, and file cabinets to accommodate new staff at both the Ross Annex and City Yard.

Additionally, Santa Ana City Ordinance No. NS-2312 authorizes the City to purchase against contracts from any public agency utilizing a competitive bid process. The University of California entered into Contract No. 2019.001896 with Kimball Office Furniture and Filing System. Quality Office Furnishing, Inc. is an Authorized Reseller of Kimball Products, and can extend the contracted pricing for products and services through an Omnia Cooperative Agreement; allowing all public agencies access to discounted pricing.

The City proposes to enter into a cooperative contract with Quality Office Furnishing, Inc. for office furniture. Contract 2019.001896 ensures the products and services offered will continue to provide staff with high-quality, discounted materials.

Purchases Identified under this contract are as follows:

<b>City Hall and City Yard Offices Renovation Initiative</b>	<b>Items to be Purchased</b>	<b>Amount</b>
<b>Clerk of the Council, 8<sup>th</sup> Floor</b> – <i>Purchasing of new bookcases and shelving are needed for new staff hires</i>	3-4 book cases & 3-4 shelving units	\$10,000
<b>City Attorney's Office, 7<sup>th</sup> Floor</b> – <i>Replacing conference table of 20 years, conference chairs, and possible workspace conversion; space reconfiguration may be required.</i>	1 conference room table, 8-12 chairs includes installation	\$20,000
<b>Community Development Agency, 6<sup>th</sup> Floor</b> – <i>Replacing aged-out workstations for new and current staff to meet current compliance standards; space reconfiguration needed.</i>	12 work stations and 12 desks includes installation and reconfiguration fees	\$240,000
<b>Finance and Management Services, Basement/3<sup>rd</sup> &amp; 4<sup>th</sup> Floors</b> – <i>A renovation on each floor will require replacing aged-out workstations for staff to meet current compliance standards; space reconfiguration needed.</i>	10 work stations and includes installation and reconfiguration fees	\$90,000
<b>Human Resources, 4<sup>th</sup> and 5<sup>th</sup> Floors/Ross Annex</b> – <i>A complete renovation on both floors will require replacing aged-out workstations for staff to meet current compliance standards – Includes aged-out conference room table and chairs in Ross Annex conference room 1600; space reconfiguration needed.</i>	19 work stations, 19 desks, hallway furniture, conference room tables/chairs for 4 <sup>th</sup> and 5 <sup>th</sup> floor, 4 <sup>th</sup> floor break room furniture (tables, chairs), 1 framer booth, 1 large modular conference room	\$750,000

	table, and 15-20 chairs	
<b>Information Technology, 2<sup>nd</sup> Floor</b> – <i>A complete remodeling of the 2<sup>nd</sup> floor is taking place, and will require replacing aged-out workstations for staff to meet current compliance standards; space reconfiguration needed.</i>	45 work stations, 45 desks, includes installation and reconfiguration fees	\$400,000
<b>Parks, Rec. and Community Services, 2<sup>nd</sup> Floor</b> – <i>A complete remodeling of the 2<sup>nd</sup> floor is taking place, and will require replacing aged-out workstations for staff to meet current compliance standards; space reconfiguration needed.</i>	35 work stations, 35 desks, includes installation and reconfiguration fees	\$400,000
<b>Planning and Building Agency, Ross Annex</b> – <i>A complete remodeling of the 2<sup>nd</sup> floor is taking place, and will require replacing aged-out workstations and conference room furniture for staff to meet current compliance standards; space reconfiguration needed.</i>	20 work stations, 3 Drafting tables, 4 conference room tables, 40 chairs includes installation and reconfiguration fees	\$425,000
<b>Police Department</b> – <i>New community tables and chairs are needed in the roll call room, and current cubicles are in need of reconfiguration; space reconfiguration needed.</i>	72 chairs, 12 tables, and cubicle reconfiguration includes installation and reconfiguration fees	\$50,000
<b>Public Works Agency – Water Division, Maintenance Services and Administration Services, City Yard/Ross Annex</b> – <i>All three public works divisions located at the City Yard and the Ross Annex are phasing out all aged workstations for new and current staff to meet current compliance standards; space reconfiguration is needed to optimize space for newly hired staff.</i>	Various work stations, ergonomic chairs, file cabinets, storage cabinets, desks, conference tables, conference chairs, office furniture, includes installation and reconfiguration fees	\$1,865,000
	<b>TOTAL</b>	<b>\$4,250,000</b>

### **ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

### **FISCAL IMPACT**

The following table summarizes the funds budgeted for expenditure in Fiscal Years 2021-22 and 2022-23 for the requested amendment of \$4,250,000 for furniture purchases, installation, and related services. Any remaining balances not expended at the end of the fiscal year will be carried forward for expenditure in the following fiscal year.

Fiscal Year	Accounting Unit Account No.	Fund Description	Accounting Unit Account No. Description	Amount
2021-2022	18118013-63001 (22-1320)	CDA Economic Development	Operating Materials and Supplies	\$25,000
2021-2022	14018760-63001	CDA Housing Authority	Operating Materials and Supplies	\$40,000
2021-2022	08009053-66400	HR – Risk Management Projects	Machinery & Equipment	\$250,000
2021-2022	01116500-63001	Planning & Building Agency - General Fund	PBA-Administration, Miscellaneous Operating Expenses	\$20,000
2021-2022	01216010-63001	Cannabis Public Benefit Fund	PBA Enforcement Services, Miscellaneous Operating Expenses	\$45,000
2021-2022	10117601-62300	PWA – Administration Services Division	Contract Services – Professional	\$188,000
2021-2022	05617640-63001	PWA – Sanitary Sewer Service	Sanitary Sewer Service, Miscellaneous Operating Expenses	\$25,000
2021-2022	06017640-63001	PWA – Water Resources Division	Water Production & Supply, Miscellaneous Operating Expenses	\$150,000
2021-2022	06017641-63001	PWA – Water Resources Division	Water System Maintenance, Miscellaneous Operating Expenses	\$25,000
2021-2022	06017645-63001	PWA – Water Resources Division	Water Admin Engineering, Miscellaneous Operating Expenses	\$125,000
2021-2022	06017646-63001	PWA – Water Resources Division	Water Meter Services, Miscellaneous Operating Expenses	\$25,000

Amendment to Office Furniture, Installation, and Related Services Contract  
June 21, 2022  
Page 7

2022-2023	01108032-63001	City Attorney's Office	Operating Materials and Supplies	\$20,000
2022-2023	01107031-62300	Clerk of the Council	Contract Services – Professional	\$10,000
2022-2023	18118013-63001 (22-1320)	CDA Economic Development	Operating Materials and Supplies	\$75,000
2022-2023	14018760-63001	CDA Housing Authority	Operating Materials and Supplies	\$100,000
2022-2023	01110110-66200	Finance & Mgmt Svcs – Accounting Division	Building Improvements	\$40,000
2022-2023	01110120-63001	Finance & Mgmt Svcs – Purchasing Division	Operating Materials and Supplies	\$50,000
2022-2023	08009053-66400	HR – Risk Management Projects	Machinery & Equipment	\$500,000
2022-2023	10920149-62300	Information Technology	Contract Services – Professional	\$400,000
2022-2023	01113017-66200	Parks, Recreation, & Community Services	Building Improvements	\$400,000
2022-2023	01116500-63001	Planning & Building Agency - General Fund	PBA-Administration, Miscellaneous Operating Expenses	\$35,000
2022-2023	01116520-63001	Planning & Building Agency - General Fund	PBA-Permit & Inspection Services, Miscellaneous Operating Expenses	\$75,000
2022-2023	01116530-63001	Planning & Building Agency - General Fund	PBA-Permit & Plan Check, Miscellaneous Operating Expenses	\$75,000
2022-2023	01116540-63001	Planning & Building Agency - General Fund	PBA-Community Preservation, Miscellaneous Operating Expenses	\$100,000
2022-2023	01116510-63001	Planning & Building Agency - General Fund	PBA-Planning, Miscellaneous Operating Expenses	\$75,000
2022-2023	01114403-62300	Police Department	Contract Services – Professional	\$50,000
2022-2023	10117601-62300	PWA – Administration Services Division	Contract Services – Professional	\$145,000

Amendment to Office Furniture, Installation, and Related Services Contract  
June 21, 2022  
Page 8

2022-2023	06817641-62300	PWA –Sanitation Fund	PWA- Roadway Cleaning, Contract Services - Professional	\$600,000
2022-2023	05617640-63001	PWA – Sanitary Sewer Service	Sanitary Sewer Service, Miscellaneous Operating Expenses	\$30,000
2022-2023	06017640-63001	PWA – Water Resources Division	Water Production & Supply, Miscellaneous Operating Expenses	\$50,000
2022-2023	06017641-63001	PWA – Water Resources Division	Water System Maintenance, Miscellaneous Operating Expenses	\$30,000
2022-2023	06017644-63001	PWA – Water Resources Division	Water Quality, Miscellaneous Operating Expenses	\$30,000
2022-2023	06017646-63001	PWA – Water Resources Division	Water Meter Services, Miscellaneous Operating Expenses	\$50,000
2022-2023	Various – PWA Portion	Public Works Agency	Various PWA Portion	\$392,000
Total				\$4,250,000

Submitted By: Kathryn Downs, Finance and Management Services Executive Director

Approved By: Kristine Ridge, City Manager