



**CITY OF PACIFICA
COUNCIL AGENDA SUMMARY REPORT**

6/28/2021

SUBJECT:

Purchase Agreement for Cubicles related to Civic Center Facilities Project

RECOMMENDED ACTION:

Approve Purchase Agreement with CORT for the purchase of cubicles and furniture related to the Civic Center Facilities Project.

STAFF CONTACT:

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BACKGROUND/DISCUSSION:

As part of the Civic Center Facilities Project, the employees of the Civic Center will be relocated to the Pacifica Community Center. City staff previously at the Civic Center will occupy the dance studio area and the preschool area in the south wing of the building. The dance studio and preschool areas were chosen because of the size of the area and because of their minimal use. In addition, these areas would effectively serve the community as all City functions will be in the same general area. There will be wayfinding signs to help direct the public to the space.

The Community Center will require upgrades to the electrical system to accommodate the increased power demand, as well as security door upgrades. Existing items located in the classroom/preschool areas will be packed and stored offsite. The Public Works Department will order new or lightly-used furniture and cubicles, which has a 6-week lead time, from CORT. CORT belongs to Sourcewell under Contract #121919-COR, which is a cooperative purchase program the City often utilizes to streamline purchasing. Sourcewell is a municipal contracting agency, of which the City is a member, that aggregates multiple government competitive procurement solicitations allowing for better pricing. This also removes the time and challenges of conducting a bid/procurement process. The City Manager recommends approving the Purchase Agreement (Attachment 1) with CORT to procure the furniture and cubicles for the Community Center.

Existing furniture would either be disposed, deemed as surplus, or in a few instances potentially stored and reused. The furniture vendor will set up the workstations within two weeks of receiving the items. I.T. will need at least two weeks to ensure that all the computers are working and connected to the City's network. The tentative date Civic Center employees will occupy the Community Center is Monday, August 2, 2021. The City Manager will keep the Council updated if there are delays to this schedule. Council approval of this agreement is contingent upon Council adoption of the final FY 21-22 budget (and associated project related budget) at the June 28, 2021 City Council meeting. When the Civic Center Facilities Project is

complete, the cubicles and furniture will be repurposed from the Community Center into the Civic Center.

ALTERNATIVE ACTION:

Council may choose not to approve the Purchase Agreement, which would delay relocation of City staff and the renovation of the Civic Facilities. Staff does not recommend this alternative action.

RELATION TO CITY COUNCIL GOALS AND WORK PLAN:

Ensuring safe working conditions for City employees relates to fulfilling all the City Council's goals and priorities.

FISCAL IMPACT:

Council approval of this agenda item is contingent upon Council adoption of the final FY 21-22 budget (and associated project related budget) at the June 28, 2021 City Council meeting. On February 8, 2021 City Council allocated \$195,000 at this year's mid-year budget adjustment for the relocation and furniture costs of this work. The estimated source and use of funds table is shown below:

Total Project Source and Use of Funds	
Capital Improvement Fund 22	\$ 195,000.00
Total Source of Funds	\$ 195,000.00
Cubicles & Furniture	\$ (127,684.93)
Electrical Upgrades to Community Center	\$ (24,692.57)
Security Doors	\$ (27,622.50)
Moving Vendor	\$ (15,000.00)
Total Use of Funds	\$ (195,000.00)
Estimated Project End Balance	\$ 0

ORIGINATED BY:

Engineering

ATTACHMENT LIST:

Attachment 1 - Purchase Agreement between CORT and the City of Pacifica (PDF)