



**CONSENT CALENDAR**

**Agenda Item # 2**

**AGENDA REPORT SUMMARY**

**Meeting Date:** August 25, 2020

**Subject:** Purchase approval for new fixtures, furnishings and equipment at the new Community Center with One Workplace, Interior Motions and KBM-Hogue

**Prepared by:** Dave Brees, Special Projects Manager

**Reviewed by:** Jim Sandoval, Engineering Services Director

**Approved by:** Chris Jordan, City Manager

**Attachment:** None

**Initiated by:**  
City Council

**Previous Council Consideration:**  
July 30, 2019, July 14, 2020

**Fiscal Impact:**

The following action will cost \$543,991 and provide fixtures, furnishings, and equipment (FF&E) in the new Los Altos Community Center. A total of \$920,000 has been approved for the FF&E portion of the project. The remaining items are anticipated to be under the \$75,000 purchasing authority of the City Manager and will be secured following approved City Purchasing Procedures.

- Breakdown of funds to be used are as follows:
  - o \$95,439 One Workplace for Steelcase products
  - o \$191,601 Interior Motions for Herman Miller products
  - o \$256,950 KBM-Hogue for Open Line products
- Amount already included in approved budget: Yes, CIP (General Fund) Dollars
- Amount above budget requested: 0

**Environmental Review:**  
Not applicable

**Policy Question for Council Consideration:**

- Does Council desire to utilize the proposals received to purchase the fixtures, furnishings and equipment for the new Los Altos Community Center?

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City Manager *CJ*

Reviewed By: *W*  
City Attorney

Finance Director *SE*

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**Summary:**

- Council approved the use of cooperative purchasing agreements at its July 14, 2020 meeting
- Vendor proposals for cooperative purchasing agreement and open line fixture, furnishing, and equipment were received on August 5, 2020
- The total dollar amount for the fixtures, furnishings, and equipment, including taxes, shipping, and installation is within the approved project budget

**Staff Recommendation:**

Approve purchase of new fixtures, furnishings and equipment at the new Community Center with One Workplace, Interior Motions and KBM-Hogue



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**Purpose**

Purchase approval for new fixtures, furnishings and equipment at the new Community Center with One Workplace, Interior Motions and KBM-Hogue

**Background**

City Council approved the budget for the new Los Altos Community Center at its July 30, 2019 meeting. The approved budget included \$920,000 for the purchase, delivery, and installation of the building’s fixtures, furnishings, and equipment utilizing CIP (General Fund) dollars.

**Discussion/Analysis**

Council approved the use of Cooperative Purchasing Agreements at its July 14, 2020 meeting a combination of both Cooperative Purchasing Agreements and current Los Altos purchasing procedures were utilized in securing proposals for the community center’s fixtures, furnishings and equipment. The requested action takes into consideration the most cost-effective purchasing option.

Cooperative Purchasing Agreements were utilized in securing sole source proposals for Herman Miller, Steelcase products. Open Line item proposals (those items with multiple vendor sources) were secured from Interior Motions, One Workplace and KBM-Hogue. Per the City of Los Altos Purchasing Policy, individual Purchase Orders will be issued for each of the fixture, furnishing, and equipment orders. The following is a summary of the proposal results.

Cooperative Purchasing Agreement Products

Vendor	Product Line	Agreement	Amount
Interior Motions	Herman Miller	Omnia	\$191,601
One Workplace	Steelcase	Sourcewell	\$95,439

Open Line Products

Vendor	Amount
Interior Motions	\$269,230
One Workplace	\$315,185
KBM Hogue	\$256,950

**Options**

Option #1 Approve purchase of new fixtures, furnishings and equipment at the new Community Center with One Workplace, Interior Motions and KBM-Hogue



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**Advantages:** Allows for the purchasing of fixtures, furnishings, and equipment for the new community center and keeps the process on schedule for securing the items

**Disadvantages:** None

**Option #2** Do not approve the proposed purchases and direct staff to seek new purchasing proposals

**Advantages:** None as Cooperative Purchasing Agreements and current City purchasing procedures were followed so it is not likely lower cost proposals would be submitted

**Disadvantages:** May delay the purchasing schedule and completion schedule of the new community center

**Recommendation**

The staff recommends Option 1.