

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

Members of the Council:

**SUBJECT:** Authorize the Purchase and Installation of Workstations for the Library  
Division of the Community Services Department

Expenditure: Not to exceed \$32,486.43

### **RECOMMENDATION**

A recommendation of the Community Services Director that the City Council authorize a purchase order to Interservice of Orange, California, in the amount of \$32,486.43 for the installation of workstations in the Acquisitions/Technical Services area of the Katy Geissert Civic Center Library.

### **Funding**

Funding is available in the Capital Improvement Fund, FEAP 398-Renovation Project.

### **BACKGROUND**

The Katy Geissert Civic Center Library building was completed in 1971. The furniture in the Acquisitions/Technical Services area is almost exclusively the original furniture that was installed 35 years ago. The installation of the new workstations will not only upgrade very old and outdated furnishings, but ensure ergonomic correctness for its users.

### **ANALYSIS**

The Torrance Municipal Code (Section 22. 3.15 - EXCEPTIONS; COOPERATIVE PURCHASES) states,

“a) The provisions of this Article shall not apply to purchases made pursuant to any cooperative governmental purchase program, which purchases shall be made in accordance with such procedures and regulations as shall be established by the City Manager.

b) For the purposes of this Section, the term cooperative governmental purchase program shall mean any combination between the City of Torrance and any other public agency or public agencies for the joint purchase of property or services.”

The State of California General Services Administration (GSA) has a current California Multiple Award Schedule (CMAS) contract with Allsteel. The State of California allows local government agencies to utilize this contract. The pricing under this contract is at a 62.2% discount, which is well below pricing offered by an authorized dealer.

Purchase of the aforementioned workstations will provide appropriate and ergonomic equipment and furniture to house Library Division technical support staff approved as a result of the consolidation of the Community Services Department.

Respectfully submitted,

GENE BARNETT  
COMMUNITY SERVICES DIRECTOR

By   
Norm Reeder  
Library Services Manager

CONCUR:

  
Paula J. Weiner  
City Librarian

  
Gene Barnett, Director  
Community Services Department

  
LeRoy J. Jackson  
City Manager