

Council Meeting
December 7, 2010

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

Members of the Council:

SUBJECT: General Services and Community Services-Authorize the purchase and installation of workstations and associated furniture for the One Stop Permit Center

Expenditure: \$ 77,377.81

RECOMMENDATION

Recommendation of the General Service Director and Community Development Director that the City Council authorize:

- 1) A purchase order to CSI Fullmer of Pasadena, CA in the amount of \$70,544.77 for the purchase of workstations, and
- 2) A purchase order to E.A Tager Company of Santa Fe Springs CA in the amount of \$6,833.04 for the installation of workstations at the One Stop Permit Center.

FUNDING

Funding is available from FEAP #295 - Implementation of a Permit Center

BACKGROUND

Construction of the One Stop Permit Center is underway with completion of of interior construction activity currently scheduled for late January 2011. As part of the project, work stations and other associated furniture are necessary to serve employees and the public in the new Permit Center. Design of the new Permit Center incorporated use of AllSteel Inc. work stations and furniture

ANALYSIS

The Cooperative Purchasing Network (TCPN) is a national governmental purchasing cooperative that competitively bids and awards contracts to national vendors. Contracts are available for use to benefit all state and local government agencies.

TCPN awarded a contract (#M0732) for furniture to Allsteel Inc. of Muscatine, IA. CSI Fullmer of Pasadena, CA is the local authorized dealer for this contract. As a result of ordering these workstations and associated furniture from the TCPN contract, the City of Torrance will receive a 64% discount.

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.

Competitive quotations were requested from companies that have been trained and certified by Allsteel Inc. for the installation of AllSteel products. The quotes received on November 29, 2010 were as follows.

Vendor	Price Quote
E.A Tager Company Santa Fe Springs, CA	\$6,833.04
HD Installation Carson, CA	\$7,188.62
Coordinated Delivery and Installation Inc. Garden Grove, CA	\$7,408.12

The General Services and Community Development Directors recommend Council authorize purchase orders to CSI Fullmer of Pasadena, CA in an amount of \$70,544.77 for purchase of the work stations, and to E.A Tager Company or Santa Fe Springs, CA for workstation installation for the One Stop Permit Center FEAP #295.

Respectfully submitted,

SHERYL BALLEW
General Services Director

By 
Jon Landis
Facility Service Manager

CONCUR:


Sheryl Ballew
General Services Director


Jeff Gibson
Community Development Director


LeRoy J. Jackson
City Manager