

CIP 616 BARD TRAILER IMPROVEMENTS AND PURCHASE ORDERS FOR IT EQUIPMENT AND OFFICE FURNITURE FOR BARD TRAILER



December 12, 2023

Overview – Bard Trailer

Installed in 2016
to house fire
department
personnel during
construction



Overview – CIP 616

- Project would modify space to address urgent staff needs
- Safety, code compliance, and accessibility improvements are included



Scope of Work

- Underground existing temporary overhead electrical service
- Interior and exterior maintenance
- Accessible entrance ramp



Scope of Work

- Procurement and configuration of IT equipment
- Procurement and installation of office furniture



Procurement

- HBMC § 3.12.140
 - Allows for purchases to be made through a cooperative purchasing program utilizing purchasing agreements maintained by the state, county, or other public agencies
 - Exempts “computers and peripheral equipment” from the City’s purchasing code



Cooperative Purchase – CIP 616

- The Interlocal Purchasing System (TIPS)
 - Vendors are selected based on a competitive RFQ process
 - Public advertisement
 - Contracts awarded to qualified vendors
- Pacific Mobile Structures
 - Supplier of existing trailer
 - Unique expertise / ability to perform work



Existing Contract – IT

- Netrix LLC
 - Managed services provider in lieu of a traditional IT division/department
 - Ongoing technology support
 - Staff augmentation



Cooperative Purchase - Furniture

- California Multiple Award Schedules Contract and Los Angeles County Government Cooperative Contract
 - Established by the State and LA County
 - Pre-negotiated competitive prices for products and services
 - M3 Office has contract through both cooperative agreements



Fiscal Impact

PROJECT ITEM	QUOTED AMOUNT	FY23-24 BUDGETED AMOUNT	FUNDS REQUESTED
CIP 616 Bard Trailer Improvements	\$246,949.89		
Contingency	\$24,694.99	\$250,000	\$304,211.24
IT Equipment and Configuration	\$32,566.36		
Office Furniture	\$29,284.47	\$30,000	\$29,284.47

Recommendations

1. Authorize the CM to execute contract with Pacific Mobile Structures in the amount of \$246,949.89
2. Appropriate additional funds (\$21,644.88) from CIP Fund to CIP 616
3. Appropriate additional funds (\$32,566.36) from PW Administration & Engineering contract services to CIP 616
4. Authorize staff to establish 10 percent contingency (\$24,694.99) and approve contract change orders up to the amount



Recommendations

5. Adopt the resolution approving the maintenance improvements and establishing a project payment account
6. Authorize issuance of a PO to Netrix, LLC in the amount of \$32,566.36 to purchase and configure IT equipment
7. Authorize issuance of a PO to M3 Office in the amount of \$29,284.47 for Bard Trailer office furniture

