



# Agenda Item

## City Council

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Item #: 3.23.

11/9/2021

File #: 21-0625

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**TO:** Honorable Mayor and Members of the City Council

**THRU:** Thomas R. Hatch, Interim City Manager

**FROM:** Sean deMetropolis, Fire Chief

### 1. SUBJECT

Authorization to purchase furniture, fixtures, and equipment and site furnishings totaling \$807,000 for the new Fire Headquarters and Station No. 1.

### 2. SUMMARY

The Fire Department is seeking authorization for the purchase of furniture for the new Fire Headquarters and Fire Station No. 1. Regional Cooperative Agreement No. RCA-017-18010014, with Goforth and Marti dba G/M Business Interiors, will be utilized for a total of \$300,000. Authorization is also requested for the City Manager to execute contracts and purchase orders greater than \$30,000 relating to the purchase and installation of furniture, fixtures and equipment and site furnishings in the amount of \$507,000.

### 3. RECOMMENDED ACTION

1. Approve the purchase of furniture from Goforth & Marti dba G/M Business Interiors for a total of \$300,000.
2. Authorize the City Manager to execute contracts and purchase orders in excess of \$30,000 relating to the purchase and installation of furniture, fixtures and equipment and site furnishings from various vendors in the amount of \$507,000 for the new Fire Headquarters and Station No. 1.
3. Authorize the appropriation of \$807,000 from the Capital Bond Proceeds unreserved fund balance to expenditure account 553.5011.56031.20400 - Capital Bond Proceeds - Fire Station No. 1 and Headquarters.

### 4. FISCAL IMPACT

The total expenditure for this purchase is \$807,000 and will be funded in Fire Station 1 (20400) through City Infrastructure Bond (553).

### 5. STRATEGIC PLAN GOALS

Goal 1: Provide for a safe community

- a: Provide staffing and resources to deliver services that ensure public safety.

Goal 4: Provide outstanding public service

- b: Provide facilities and services to meet customer expectations.

## **6. DISCUSSION AND BACKGROUND**

Construction for the new Fire Headquarters and Fire Station No. 1 began in January 2021. This facility will be comprised of Fire Department management, operations, administration, and fire prevention staff. As the estimated completion date is February 2022, we are requesting approval to begin the process of purchasing furniture, fixtures, and equipment (FF&E).

PBK-WLC Architects (PBK-WLC) provided consultant design services, including the preparation of plans, specifications, and cost estimates for the new Fire Headquarters. In addition, they are assisting with space planning and construction support services during the progress of construction. PBK-WLC has been working with G/M Business Interiors (G/M) on developing a furniture plan for this project and staff requests Council approval to purchase furniture through them, using a cooperative agreement.

G/M has been in business since 1944, and specializes in products and services to customers in government, healthcare, education, and private enterprise. G/M offers superior customer service and expertise in design. They were responsible for furnishing the newly remodeled Emergency Operations Center at the Orange Police Department. They are also a preferred provider for furnishings with the County of Orange. The most cost-effective purchase price can be obtained through Regional Cooperative Agreement No. RCA-017-18010014 with G/M Business Interiors for a total of \$300,000. The delivery and installation will be coordinated by the contractor to ensure the facility is ready for the opening in Spring 2022.

The Fire Department is also seeking to execute contracts and purchase orders relating to the purchase and installation of FF&E from various vendors, yet to be determined. With the ongoing supply chain challenges and commodity cost increases due to the Covid-19 pandemic, this authorization will shrink the timeframe for securing goods. Best practices will be followed to adhere to the City's purchasing policies in procuring goods using cooperative agreements, lowest bids, and local suppliers. Staff is also requesting City Manager authority to exceed the budget for large line items by no more than 25%, should no other alternative be identified.

Included in this request is IT equipment such as telephones, computers and networking equipment to ensure continuity of communications during the move into the new headquarters, as well as updated technology for a state-of-the-art facility. This component of the costs is estimated at \$187,000.

Also included are station outfitting costs such as the Department Operating Center (to function as a component of the City's Emergency Operations Center), hose racks, a fitness center, office furnishings for the department's plan-check function, and other various items. This component of the costs is estimated at \$320,000.

This authorization will allow staff to more rapidly and efficiently purchase FF&E and furnish the new Fire Headquarters and Station No. 1.

## **7. ATTACHMENTS**

- None