

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew Fertal
Dept: City Manager
Subject: AMENDMENT TO THE FURNITURE CONTRACT FOR THE 2ND FLOOR TENANT IMPROVEMENT PROJECT OF THE POLICE BUILDING - RFP -01-1146

From: Joseph M. Polisar
Dept: Police Department
Date: August 26, 2008

OBJECTIVE

To gain approval for an increase to the Tenant Improvement Project of the 2nd floor of the Police Department building located at 11301 Acacia Parkway.

BACKGROUND

The Garden Grove Police facility was built in 1971 and has reached its level of capacity for occupancy. The current space inadequacy inhibits the Police Department's efficiency and effectiveness. On June 14, 2005, a contract was awarded to ARCHETYPE International; a Santa Ana based company, to develop an interior space and architectural plan to renovate the 2nd floor of the police facility.

Over the past 1 ½ years, a plan has been developed that will renovate approximately 7000 square feet of the 11,000 square 2nd floor currently being used by Support Services (Investigations), and Administrative Services (Professional Standards). The plan focuses on maximizing space and allowing for necessary equipment and personnel. This improvement plan will also modernize common use areas and improve the current cluttered work environment. Employee workspace was a key consideration because employees have been operating in very small and inefficient work areas. Supervisors and managers have also lacked privacy, making confidential conversations very difficult if not impossible. This new plan also addresses issues of access as it relates to the Americans with Disabilities Act.

This construction project is the first phase of a multi phase Tenant Improvement Project at the police department. The other components involve replacing the old and dilapidated furniture, reconfiguring voice and data infrastructure, upgrading the Investigations interview rooms, modernizing the multi-use conference rooms, and placing nearly fifty (50) employees off site during the several month project.

On May 5, 2007 a contract was awarded to GTA Construction Inc. as the general contractor of this Tenant Improvement Project. The project started in July 2007 and completed in January 2008.

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The furniture contract was awarded to Sam Yocum Inc., dba: Yocum Business Furnishing and Sit On It Inc. on October 23, 2007. The original products were delivered and completed by May 2008. When accessing the project needs, it was determined that additional storage, shelving, and furniture were needed to complete the project. Certain areas of the remodel were left out of the original contract because the equipment for these rooms had not yet been purchased and the specific configuration had not yet been determined.

The reason that the contract was requested and approved in 2 parts was for the purpose of gaining the lowest government pricing (GSA) available. With Yocum Business Furnishings coordinating the Sit On It seating order, discounted rates were realized within this contract. The original contract is as follows:

- Yocum Business Furnishings (furnishings) \$ 127,701.73
- Sit On It (Seating – GSA Pricing) \$ 29,539.02
- Total – (sales tax included) \$ 157,240.75

ANALYSIS

The increase in the cost to complete this project, for new furnishings, shelving and seating totals \$37,155.84. Per city regulations, the Yocum Business Furnishings portion of the contract (\$127,701.73) can only be exceeded by 25% or less without City Council approval. In this case the increase is 30% (5% additional). The 5% overage is \$5230.41. The additional furnishings, shelving and new seating are needed to complete this project. None of this furniture, shelving and seating within this original contract or increased contract are lavish. They are all moderately priced and provide comfort and user ability of our employees.

FINANCIAL IMPACT

The Police Department currently has funds budgeted to complete this tenant improvement project. The additional cost of this contract also falls within the planned budget for the current strategic plan. All funds will be used from Fund 220, package 6611, Police Facility Improvements.

COMMUNITY VISION

The City's agreement to approve this increase in the furniture contract within the Tenant Improvement Project is consistent with the goals of the City's Community Vision. Creating a professional work environment that is conducive to employee welfare and to those that visit the 2nd floor of the police department not only

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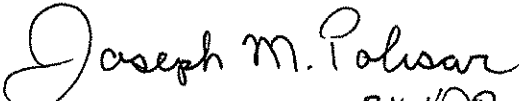

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provides a professional image but maintains the public's trust as well. Employees, our most valuable resource, are entitled to a work place that allows them to get their job done, as efficiently as possible, without distraction.

RECOMMENDATION

It is recommended that City Council:

- Approve the amendment to the contract with the Sam Yocum Inc., dba: Yocum Business Furnishings for the 2nd floor tenant improvement of the Police Building, located at 11301 Acacia Parkway, Garden Grove, California, in the amount, not to exceed \$ 37,155. 84.
- Authorize the City Manager and the City Clerk to execute these agreements on behalf of the City.


JOSEPH M. POLISAR BY 
Chief of Police

Recommended for Approval


Matthew Feral
City Manager

BY: Mike Handfield - Captain
Support Services Commander

Attachment 1 – Amendment No. 1: Increase in Contract with Sam Yocum dba
Yocum Business Furnishings

Attachment 2 – Certificate of Insurance

CITY OF GARDEN GROVE

AMENDMENT NO. 1

To Design, Provide, Deliver and Install Systems Furniture at City of Garden Grove Police Station 2nd Floor Located at 11301 Acacia Parkway, Garden Grove, CA 92840

This Amendment No. 1 to Design, Provide, Deliver and Install Systems Furniture at City of Garden Grove Police Station 2nd Floor Located at 11301 Acacia Parkway, Garden Grove, CA 92840, is made and entered into this ____ day of _____ 2008, by and between the **CITY OF GARDEN GROVE**, hereinafter referred to as "CITY", and **Sam Yocum Inc., dba: Yocum Business Furnishings**, hereinafter referred to as "CONTRACTOR".

WHEREAS, Contractor and CITY entered into Contract No. **08-2421**, effective **October 23, 2007**.

WHEREAS, Contractor and CITY desire to amend the Existing Contract as provided herein.

Now, therefore, it is mutually agreed, by and between the parties as follows:

Section 4.0. COMPENSATION - shall be revised as follows:

The contract Price is hereby increased from **\$127,701.73** to a new Firm Fixed Price of **\$164,857.57**. This is an increase of **\$37,155.84** to cover additional systems furniture, which was necessary to complete the remodel of the Police Building.

Except as expressly amended hereby, the Existing Contract remains in full force and effect as originally executed.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 1 to the Existing Contract to be executed by their respective officers duly authorized on the date first written above.

Date: _____

"CITY"
CITY OF GARDEN GROVE

By: _____
City Manager

ATTESTED:

City Clerk

Date: _____

"CONTRACTOR"
**Sam Yocum Inc., dba: Yocum Business
Furnishings**

By: Frank Scotti

Name: FRANK SCOTTI

Title: President

Date: May 7, 2008

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

APPROVED AS TO FORM:

[Signature]
Garden Grove City Attorney

5/13/08
Date