

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To: Matthew Fertal  
Dept: City Manager  
Subject: RECOMMENDATION TO AWARD A FURNITURE CONTRACT FOR THE 2<sup>ND</sup> FLOOR TENANT IMPROVEMENT PROJECT OF THE POLICE BUILDING – RFP –01-1146

From: Joseph M. Polisar  
Dept: Police Department  
Date: October 23, 2007

OBJECTIVE

To award a furniture contract for the Tenant Improvement Project of the 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 after relocating the entire second story staff of the police department to the 2<sup>nd</sup> floor to the Purcell building, located at 11227 Garden Grove Blvd. The project was

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immediately met with the discovery of asbestos in the project area. Public Works has played a major roll in coordinating and eradicating the safe removal of hazardous materials. The 2<sup>nd</sup> floor has now been deemed safe and the project has once again resumed. The estimated completion date has been revised and has now been set for December 20, 2007.

ANALYSIS

RFP No. 01-1146 was issued and advertised on May 2, 2007 and re-advertised on May 9, 2007. Request for proposals were sent to 106 companies. The pre-proposal meeting was held on May 23, 2007, with thirty-five (35) people in attendance. Addendum No. 1 was issued on May 31, 2007, to respond to proposers questions, provide changes to the drawings and change the proposal due date. Addendum No. 2 was issued on June 5, 2007 to cancel Addendum No.1 Addendum No. 3 was issued on June 5, 2007 to modify plans and specifications. Addendum No. 4 was issued on June 7, 2007 to answer questions from prospers. Addendum No. 5 was issued on June 13, 2007 to place the project on hold pending further changes that needed to be added. Addendum No. 6 was issued on June 14, 2007 to release the project from hold status and to extend the proposal due date.

Eleven (11) proposals were received on June 21, 2007.

The analysis below indicate the SSC scores, proposal pricing, and final SSC scores:

COMPANY	Final Pricing	SSC SCORES 6/28/07	SSC SCORES 7/19/07	Final SSC SCORES 8/16/07
Sam Yocum Inc., dba: Yocum Business Furnishings San Gabriel, CA	\$157,240.75	4217	3380	4370
Interservice Santa Ana. CA	\$131,703.16	3674	3900	3585
OIS Irvine, CA	\$173,983.49	3646		
Commercial Office Interiors Sherman Oaks, CA	\$104,442.00	3460	4320	
COMPANY	Final Pricing	SSC SCORES 6/28/07	SSC SCORES 7/19/07	Final SSC SCORES 8/16/07
Workplace Solutions LLC Anaheim, CA	\$160,684.17	3408		
Workplace Resource Costa Mesa, CA	\$160,939.85	3145		

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Newport Business Interiors (Opt. 1) Newport Beach, CA	\$109,537.97	2089		
Newport Business Interiors (Opt. 2) Newport Beach, CA	\$117,348.76	1971		
Modular Systems Services, Inc. (Opt. 2) Fullerton, CA	\$155,874.59	1803		
Newport Business Interiors (Opt. 3) Newport Beach, CA	\$131,787.26	1525		
Modular Systems Services, Inc. (Opt. 1) Fullerton, CA	\$177,668.10	1422		

All proposals received were reviewed and found to be responsive.

The Source Selection Committee set up meetings with the six (6) companies within the competitive range on July 5, 2007. The Source Selection Committee discussed and suggested changes to the proposals with the vendors and requested that the revised proposals be submitted by July 9, 2007.

Six (6) revised proposals were received on July 9, 2007 and at the Source Selection Committee meeting on July 19, 2007 the proposals were reviewed and re-scored and the competitive range was set at 3240. The Source Selection Committee requested that some additional minor changes be made to the revised proposals. On August 2, 2007, Commercial Office Interiors, who submitted the lowest priced proposal, withdrew their proposal based on their inability to meet the time frames of the City and the size of the project.

The (SSC) conducted showroom visits with the two (2) remaining proposers in the competitive range on August 8, 2007. During this process it was determined that changes to the systems furniture design were needed based on statements from both Interservice and Yocum Business Furnishings and final changes would be submitted.

Based on the final proposals submitted, the Source Selection Committee determined that Sam Yocum Inc., dba: Yocum Business Furnishings was the highest rated proposer due to their superior solution to design issues. Sam Yocum Inc., dba: Yocum Business Furnishings was able to maximize the space thereby allowing the maximum space usage.

The Source Selection Committee is in agreement that Sam Yocum Inc., dba: Yocum Business Furnishings met the proposal requirements and provided the best solution for this project among all other offers. The SSC determined that it would be to the City's best advantage to establish a contract with the highest scoring company.

#### FINANCIAL IMPACT

The Police Department currently has funds budgeted for this furniture contract as part of tenant improvement plan. These funds have been budgeted for this project in the strategic planning process. All funds will be used from Fund 220, package 6608, Police Facility Improvements. The following is an itemized list of the funding sources for this project:

- |   |                     |
|---|---------------------|
| • Fund 220 /PKG 6608 (Furnishings)          | \$ 127,701.73       |
| • Fund 220/PKG 6608 (Seating – GSA Pricing) | <u>\$ 29,539.02</u> |
| Total – (sales tax included)                | \$ 157,240.75       |

#### COMMUNITY VISION

The City's agreement to approve this RFP 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 to the 2<sup>nd</sup> floor of the police department not only provides a professional image and maintains public trust. 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:

- Award a contract to the Sam Yocum Inc., dba: Yocum Business Furnishings for the 2<sup>nd</sup> floor tenant improvement of the Police Building, located at 11301 Acacia Parkway, Garden Grove, California, in the amount, not to exceed \$ 127, 701.73.
- Sam Yocum Inc., dba: Yocum Business Furnishings has offered special GSA pricing on the seating so an additional contract will need to be issued to Sit OnIt Seating C/O Yocum Business Furnishings. This will allow the City to receive reduced federal government pricing. SitOnIt Seating is the manufacturer that Sam Yocum Inc., dba: Yocum Business Furnishings has chosen to provide office seating for this project. It further recommended that this agreement be for seating for the tenant improvement on the 2<sup>nd</sup> floor of the Police Building, located at 11301 Acacia Parkway, Garden Grove, California, in the amount, not to exceed \$ 29,539.02.

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- Authorize the City Manager and the City Clerk to execute these agreements on behalf of the City.

JOSEPH M. POLISAR  
Chief of Police

BY: Mike Handfield - Captain  
Support Services Commander

Attachment 1 – Contract with Sam Yocum dba Yocum Business Furnishings  
Attachment 2 – Contract with SitOnIt Seating