



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Ralph Mesa Jr., Emergency Services Manager

Date: November 14, 2023

Subject: Purchase Order with Tangram Interiors for Office Furniture and Equipment for the Emergency Operations Center (CIP Project #Z20036)

Recommendation

Approve and authorize the City Manager to execute a purchase order with Tangram Interiors, a member of the Joint Purchasing Cooperative Agreement with National Joint Powers Alliance (NJPA), in the amount of \$100,670.90 for office furniture and equipment for the Emergency Operations Center and authorize the City Manager to execute change orders not to exceed a 10% contingency amount of \$10,067.09 for uncertainties and adjustments.

Background

Staff embarked on an aggressive effort to build a world-class Emergency Operations Center (EOC). As the new EOC is nearing completion, staff has been working with Tangram Interiors to establish furniture requirements, office layouts, and space utilization concepts. A determined effort has been made to coordinate interior design with the office building's color schemes, furnishings, and materials. Staff worked closely with a design specialist to select office furnishings that express a professional look and highly functional design tailored to the needs of an Emergency Operations Center.

Discussion

The City has used Tangram Interiors on similar office furnishing purchases with a positive experience. The purchase includes the professional design services of Tangram Interiors to insure a matching complementary color and design plan. Staff engaged Tangram Interiors for a thorough onsite, room-by-room evaluation of each proposed plan. Also, included in this purchase amount is the receiving, inspecting, and installing of the new furnishing. This is essential as this furniture is modular and tailored for the Emergency Operations Center's use.

EOC Office Furniture

It is important to know that Tangram Interiors is a member of the Joint Purchasing Cooperative agreement with NJPA - National Joint Powers Alliance. The City will receive the bid pricing (competitive low pricing) on all the standard stocked items purchased by this authorization.

Fiscal Impact

The cost of the furnishings is included in the Emergency Operations Center (CIP Project #Z20036) Fiscal Year 2023-2024 – Capital Improvement Plan (CIP) budget.

Attachments

Attachment 1 - Quote