

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JAMES JENSEN, DEPUTY DIRECTOR ENGINEERING
SERVICES, PUBLIC WORKS
SUBJECT: APPROVAL OF SECOND AMENDMENT TO BLANKET
PURCHASE ORDER NUMBER 166103 WITH COORDINATED
PROJECT INSTALLATIONS, INC. FOR OFFICE FURNITURE
INSTALLATION, RELOCATION, AND DELIVERY SERVICES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works and Finance Departments that the Council, by resolution, approve a Second Amendment to Blanket Purchase Order Number 166103 with Coordinated Project Installations, Inc., Santa Rosa, California, to extend the term for one year with an 11.47% increase in unit cost, and increase compensation in the amount of \$75,000, for a total not to exceed amount of \$174,000.

EXECUTIVE SUMMARY

The Blanket Purchase Order (BPO) provides office furniture installation, relocation, and delivery services City-wide, the current BPO expires on March 15, 2024.

BACKGROUND

On January 7, 2022, Request for Quotes (RFQ) 22-01, solicited by the City for office furniture installation, relocation, and delivery services, was opened by Purchasing staff via PlanetBids. Coordinated Project Installations, Inc. was determined to be the lowest responsive and responsible bid.

On February 2, 2022, the Assistant City Manager awarded a two-year BPO with one (1) one-year extension option to Coordinated Project Installations, Inc., in the not to exceed amount of \$75,000.

On December 12, 2023, the Assistant City Manager executed a First Amendment to increase compensation in the amount of \$24,000 for a total not to exceed amount of \$99,000.

SECOND AMENDMENT TO BLANKET PURCHAS ORDER 166103 FOR
COORDINATED PROJECT INSTALLATIONS, INC.
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PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

On December 12, 2023, the Assistant City Manager approved an Amendment to BPO 166103 to increase compensation by \$24,000.

On December 20, 2023, Coordinated Project Installations, Inc. submitted a one-year extension proposal with an average 11.47% increase in unit price. Coordinated Project Installations, Inc., justified the cost increase as the result of the California Department of Industrial Relations increase to prevailing wage rates for both 2023 along with the increase that is scheduled for July 1, 2024.

See the BPO history below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	February 2, 2022	Blanket Purchase Order	\$75,000	Assistant City Manager
First Amendment	December 12, 2023	Add funds and increase compensation	\$24,000	Assistant City Manager
Second Amendment	Pending	Extend term one year and increase compensation	\$75,000	City Council
Total Cumulative Contract Value Pending			\$174,000	

Consumer Price Index (CPI) for All Urban Consumers, Series ID CUURS49BSA0, for all items in San Francisco-Oakland-Hayward, CA, for the period from February 2022 through December 2023 show a 6.16% increase. The CPI measures the changes in prices that consumers pay for a basket of goods and services over time. Staff deems the proposal for a one-year extension is fair and reasonable.

Under the City's Purchasing Policy, City Code 3-08-110(A) Award Authority, this modification requires approval by the City Council.

FISCAL IMPACT

The cost of this service is included in the operating budgets of departments and the increase in costs will be covered through existing budgets.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under sections 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution

PRESENTERS

Camron MacDonald, Facilities Planning Coordinator
Brandalyn Tramel, Purchasing Agent