



DATE: December 5, 2017
TO: Mayor and Council
FROM: Director of Library and Community Services
SUBJECT Resolution Authorizing the City Manager to Negotiate and Execute Purchase Agreements for Furnishings in the New Library Facility

RECOMMENDATION

That Council approves the attached resolution (Attachment I) authorizing the City Manager to negotiate and execute purchase agreements for furnishings in the new library facility.

SUMMARY

Staff seeks Council authorization to procure and install furnishings in the 21st Century Library facility, and recommends that Council approves the attached resolution (Attachment I) authorizing the City Manager to negotiate and execute purchase agreements with the following vendors: Burgeon Group; KI; MG West; OneWorkplace; Original Timber; Pivot; Ross McDonald; Staples Inc.; and miscellaneous other vendors to procure and install furnishings in the 21st Century Library facility, in a total combined amount not to exceed \$1,212,822.

DISCUSSION

A summary list of selected furnishings and vendors is included with this report in Attachment III. The complete furnishing plan, including locations, specifications, and sample imagery, is included with this report as Attachment VI.

Council approved the final plans and specifications of the 21st Century Library and Heritage Plaza construction project and called for bids on [May 26, 2015](#)¹. The approved project plans include the general layout, locations, and types of new furnishings to be installed throughout the new library facility. The 21st Century Library project construction began on November 30, 2015 and is projected to be completed in spring 2018.

Multiple stakeholder groups reviewed and contributed to the development of the furnishings plan for the new library. The Hayward Youth Commission reviewed the furnishings plan

¹ Source URL: <https://hayward.legistar.com/MeetingDetail.aspx?ID=454184&GUID=7CD463F3-CFEB-4ADB-B836-DFC19D7730F0&Options=&Search=>

throughout its development, including a full presentation and discussion at its [December 5, 2016 meeting](#)² and in more detail at subsequent committee workshops in 2017. The Hayward Library Commission reviewed and contributed to the furnishings plan throughout its development, and on [August 21, 2017](#)³ finalized and unanimously voted to recommend the plan to Council.

Re-use and reconfiguration of staff cubicles and seating

The furnishing plan includes the re-use of a significant portion (approximately 50%) of the existing staff cubicle furniture and seating in the old library. These staff furnishings were purchased in 2013 from Staples, Inc., and much of them are still in serviceable condition. Re-using the existing furnishings, reconfiguring and expanding them to fit the new library will achieve modest cost savings without compromising quality or serviceability of the staff furnishings. Procurement of additional parts and installation for the staff cubicles and seating would be handled by the original vendor, Staples, Inc.

“Piggyback” intergovernmental cooperative procurement

The furnishings plans in Attachments III and IV are entirely comprised of products available in “piggyback-able” public contracts. California law⁴ enables public agencies to achieve cost savings using intergovernmental cooperative procurement, colloquially known as “piggyback” procurement. In this form of procurement, a public entity is extended the same pricing and terms of a procurement contract, such as a furnishings procurement, that was previously entered into by another public entity that formally awarded the contract by means of a competitively bid selection process. The City of Hayward has used this form of procurement often in the past, most recently for vehicle purchases, furnishings, technology, and other equipment and supplies.

“Piggyback” cooperative procurement offers several advantages to the City when undertaking procurements of furnishings for public buildings. Ordering from existing pre-bid or “piggyback-able” contracts gives the City more control over procuring the specific desired products, in this case furnishings, that meet the City’s needs. The furnishings desired for the new library public areas are primarily manufactured by major furniture companies (for example, Knoll, Herman Miller, Steelcase, etc.) whose product lines are exclusively tied to their preferred dealers who install their products. It is not feasible or cost-effective to have a traditional procurement process such as request for proposals for these furnishings, because there is only one bidder available for each product. Because other public agencies already have all the desired vendors and their products on contract, it is possible to select all the specific desired furnishings for the new library without compromising quality or selection, and without the additional cost of undertaking a redundant bid selection process.

² Source URL: <https://hayward.legistar.com/MeetingDetail.aspx?ID=516573&GUID=181ACE56-161D-49FE-A6AC-5957B9DA5F97&Options=&Search=>

³ Source URL: <https://hayward.legistar.com/MeetingDetail.aspx?ID=558517&GUID=7382D467-CADD-4F0C-BB46-7231A5116698&Options=&Search=>

⁴ Pursuant to the provisions set forth in Public Contract Code (PCC) 20118, the Governing Body may authorize the purchase, lease or contract for equipment and supplies through a public corporation or agency without advertised bids.

By utilizing piggyback-able contracts, the City achieves cost savings and satisfies the need for open competition because all the contracts were procured through a formal bidding process and awarded based on bid results.

STRATEGIC INITIATIVES

This agenda item is an operational item and does not directly relate to one of the Council’s Strategic Initiatives.

FISCAL IMPACT

Funding for the 21st Century Library and Heritage Plaza project, including the recommended procurement of furnishings, is available and was appropriated by Council in 2015 from the Measure C and Calpine Library funds. Council, on May 26, 2015, authorized the plans and specifications of the 21st Century Library and Heritage Plaza Project, and, on September 15, 2015, awarded the construction contract and appropriated a total \$65,680,000 for the project’s completion (Table 1.).

Table 1. Project budget summary - 21st Century Library and Heritage Plaza

Project Cost	
Construction Contract	\$49,290,599
Construction Contingency	\$3,259,401
Design and Administration	\$3,900,000
Construction Inspection, Testing and Administration	\$3,500,000
Fixtures, Furnishings and Equipment	\$4,580,000
Library Books, Media, and Collections	\$850,000
Property Acquisition	\$300,000
Total	\$65,680,000

Included in the approved project budget is \$4,580,000 for “Fixtures, Furnishings and Equipment.” Of that amount, \$2,250,000 is earmarked for “Moveable Furnishings,” which includes furnishings in the public and staff areas of the new library building (Table 2.).

Table 2. Budget detail - Fixtures, Furnishings & Equipment

FIXTURES, FURNISHINGS & EQUIPMENT		Notes
Library shelving	\$0	<i>Incl. in Construction</i>
Moveable Furnishings	\$2,250,000	
Moveable Equipment	\$400,000	
Building Signage	\$0	<i>Incl. in Construction</i>
Computers and Printers	\$460,000	
Telecom - Active Equipment LS	\$65,000	
Security system - Active Equipment LS	\$55,000	
AV - Active equipment LS	\$325,000	

FF&E Design Fees	\$0	<i>Incl. in Architectural Services</i>
Public Art 1% of construction	\$463,000	
Donor Coordination and Signage	\$150,000	
FF&E Contingency	\$412,000	
Subtotal FF&E Costs	\$4,580,000	

The expenditures for furnishings in the public and staff areas of the new library are projected to come in at \$1,212,822, comfortably under budget (See Attachment III for a summary and detail of the furnishing plan costs).

PUBLIC CONTACT

On May 26, 2015, Council approved the final plans and specifications of the 21st Century Library and Heritage Plaza construction project and called for bids. The approved project plans include the general layout, locations, and types of new furnishings to be installed throughout the new library facility.

The Hayward Youth Commission reviewed and contributed to the furnishing plan throughout the plan's development, including a full presentation and discussion at its December 5, 2016 meeting and in more detail at subsequent committee workshops in 2017.

The Hayward Library Commission reviewed and contributed to the furnishings plan throughout its development, and at its August 21, 2017 meeting, finalized and unanimously voted to recommend the plan to Council.

NEXT STEPS

Should Council approve the resolution in Attachment I, the City Manager will negotiate and execute purchase agreements with the following vendors: Burgeon Group; KI; MG West; OneWorkplace; Original Timber; Pivot; Ross McDonald; Staples Inc.; and miscellaneous other vendors noted in Attachment III to procure and install furnishings in the 21st Century Library facility, in a total combined amount not to exceed \$1,212,822, in a manner and schedule described in the furnishings plan attached to this report in Attachments III and IV.

Prepared by: Maria Carillo, Purchasing Manager
Carol Tedesco, Management Analyst II

Recommended by: Sean Reinhart, Director of Library and Community Services

Approved by:



Kelly McAdoo, City Manager