

C-17

June 14, 2022

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to execute all documents necessary to amend Contract No. 35900 with Office Furniture Group, LLC, of Irvine, CA, to purchase, deliver, and install office furniture, to increase the contract amount by \$300,000, for a revised contract amount not to exceed \$1,055,380, and extend the term through September 30, 2023. (Citywide)

DISCUSSION

City Council approval is requested to amend Contract No. 35900 with Office Furniture Group, LLC (OFG), to purchase, delivery and install office furniture as part of the reorganization of the Community Health Bureau within the Health and Human Services Department (Health Department).

On October 12, 2021, the City Council awarded a contract to Office Furniture Group, LLC, a Teknion, LLC, authorized distributor through the Sourcewell Cooperative, of which the City of Long Beach (City) is a registered member, for office furnishings and related supplies and equipment, from May 18, 2021 to September 30, 2022.

Additionally, the City Council approved amendment to Contract No. 35900, to continue the reorganization of the new Communicable Disease and Emergency Response (CDER) Bureau within the Department of Health and Human Services (Health Department), by adding reconfigurations of space at 2525 Grand Avenue (Main Health Building) to the original scope of work, which is in its entirety funded by grant resources.

Since 1974, the Health Department has operated the WIC Supplemental Nutrition Program for low-income families through a contract with the California Department of Public Health (CDPH). This program provides nutrition education through in-group and individual counseling sessions, supplemental food vouchers, breastfeeding support, and health and social services referrals to eligible participants throughout the City. The contract with OFG will be used to reconfigure office workspace to provide improved work areas for City staff to continue to serve the community.

The requested contract amendment will reconfigure three of five WIC locations: 1043 Elm Avenue, Main Health Building, and 5166 Atlantic Avenue. This Division has been crucial during the pandemic response as families receive funds on a WIC electronic balance

transfer card to purchase healthy supplemental foods from WIC-authorized vendors, which brings in additional dollars to the local economy and increases access to healthier food that would otherwise be lacking.

The Nutrition Service Division – WIC Program and the Health Department researched procurement options for the delivery and installation of office furniture and determined that the OFG contract provided the best value to the City.

This matter was reviewed by Principal Deputy City Richard F. Anthony on May 23, 2022, Purchasing Agent Michelle Wilson on May 19, 2022, and by Budget Analysis Officer Greg Sorensen on May 25, 2022.

TIMING CONSIDERATIONS

City Council action to amend contract No. 35900 is requested on June 14, 2022, to ensure the contract is in place expeditiously, and furniture can be ordered and delivered for workspaces to be installed as quickly as possible.

FISCAL IMPACT

The requested action increases the Contract authority with OFG by \$300,000. The total amount of the amended contract will not exceed \$1,055,380. The \$300,000 is funded by California Department of Public Health WIC grant funds. Sufficient funds are currently budgeted in the Health Fund Group in the Health and Human Services Department, offset by grant revenue. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



KELLY COLOPY
DIRECTOR
HEALTH AND HUMAN SERVICES

APPROVED:



THOMAS B. MODICA
CITY MANAGER