

October 12, 2021

# **C-10 REVISED**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## **RECOMMENDATION:**

Receive and file Contract No. 35900 with Office Furniture Group, LLC, of Irvine, CA, to purchase, deliver, and install office furniture at 3861 Worsham Avenue to store pandemic emergency supplies, made pursuant to Chapters 2.69 and 2.85 of the Long Beach Municipal Code (LBMC) and in response to the proclaimed emergency due to the COVID-19 pandemic; and,

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 at 2525 Grand Avenue to support the Communicable Disease and Emergency Response Bureau, to increase the contract amount by \$216,168, for a revised contract amount not to exceed \$755,380. (Citywide)

## **DISCUSSION**

City Council approval is requested to amend Contract No. 35900 with Office Furniture Group, LLC (OFG), to continue the reorganization of the new Communicable Disease and Emergency Response (CDER) Bureau within the Health and Human Services Department (Health Department) by adding reconfigurations of space at 2525 Grand Avenue to the original scope of work, which is in its entirety funded by grant resources.

In June 2021, the Health Department began renting a warehouse at 3861 Worsham Avenue to serve as the new Local/Regional Distribution Site (LDS). The LDS provides storage for pandemic emergency supplies and vehicles and includes office space to house the Public Health Emergency Management Division of the CDER Bureau. The contract with OFG was used to furnish the new office and warehouse spaces, providing work areas for the influx of staff hired to provide testing and vaccination support in response to the COVID-19 pandemic.

The requested contract amendment will continue this work at the Main Health Facility at 2525 Grand Avenue for the Communicable Disease Surveillance and Control Division of the CDER Bureau. This Division has also been crucial in the pandemic response efforts, providing contact tracing, disease investigation, healthcare-associated infection, and epidemiological support, all of which have seen a surge in staffing that has prompted a reorganization with a need for appropriate spaces for this new staff.

On March 10, 2020, the City Council recognized that an emergency existed and unanimously passed a Resolution ratifying the City Manager's Proclamation of a Local Emergency and the Public Health Officer's Declaration of Local Health Emergency due to the COVID-19 pandemic. Pursuant to LBMC Chapters 2.69 and 2.85, the City Manager has the authority to approve

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purchases of up to \$1,000,000 for goods or services related to a proclaimed emergency with respect to requests for procurement and contracting. The original contract with OFG was approved through the emergency procurement procedures, to be received and filed at a later date.

This matter was reviewed by Deputy City Attorney Taylor M. Anderson on September 17, 2021, Business Services Bureau Manager Tara Mortensen on September 14, 2021, and by Budget Analysis Officer Greg Sorensen on October 7, 2021.

#### TIMING CONSIDERATIONS

City Council action to amend Contract No. 35900 is requested on October 12, 2021, to ensure the furniture can be ordered as quickly as possible.

#### EQUITY LENS

The City has incorporated the Equity Toolkit in this recommendation, as requested by the City Council on April 21, 2020. The services derived from this contract have been completed in accordance with procurement procedures and will create workspaces for staff that are working to improve vaccination rates among the populations that have been disproportionately impacted by the COVID-19 pandemic.

#### FISCAL IMPACT

The requested action increases the Contract authority with OFG by \$216,168. The total amount of the contract will not exceed \$755,380 and is funded by the Epidemiology and Laboratory Capacity Expansion Grant. Sufficient funds are currently appropriated in the Health Fund Group in the Health and Human Services Department. This recommendation has minimal staffing impact beyond the normal budgeted scope of duties for staff currently working on COVID-19 response 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