



CITY OF LONG BEACH

C-14

DEPARTMENT OF PLANNING AND BUILDING

333 W. Ocean Blvd. - Long Beach, CA 90802 - 562/570-6428 - FAX 562/570-6205

ADMINISTRATION

February 7, 2006

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt the attached Resolution authorizing the City Manager to execute a contract with Knoll, Inc., to provide products to furnish the reconfiguration of the Development Services Center and associated space occupied by Planning and Building on the fourth, fifth, and seventh floors of City Hall, according to the terms and conditions afforded to Fairfax County, Virginia on behalf of the U.S. Communities Government Purchasing Alliance for an amount not to exceed \$485,000.

DISCUSSION

For the past 15 years, the Department of Planning and Building has occupied office space on the fourth, fifth, and seventh floors of City Hall. During this period, service additions to the Development Services Center (DSC), staffing additions to meet service demands, and the reorganization of the Planning Bureau have been accommodated without major improvements. This approach created inefficient areas that no longer serve customer needs, jeopardized efforts to maintain a safe work environment, and does not allow for the integration of new technology. The City of Long Beach is constantly challenged to improve services to the public. The reconfiguration of Planning and Building will improve public services and increase efficiencies.

The DSC, on the fourth floor of City Hall, opened in July 1990 to provide the public a central one-stop location to apply for business licenses and permits. Over the years there have been several service additions to improve customer service and make use of available technology, which include over-the-counter plan check, installation of self-service terminals to allow customers to search for permit information on properties, and addition of staff to keep up with the robust construction activity in the City. Although service additions were made, no physical improvements were performed to fully accommodate the changes.

The increase in construction activity has caused heavier use of the counter and the public areas, and the expansion of the one-stop permitting system has resulted in the addition of multiple departments to the counter operation. Over the past few years, the DSC has experienced a marked increase in service demand. During the past six months, the DSC has seen an average of 7,101 customers per month. The proposed reconfiguration is designed to improve public services by creating a sit down counter, self-service computer terminals, a greeter station directing customers to the appropriate services, an express permit area and a customer business center, which will result in better utilization of space, improve customer service, and address handicapped accessibility deficiencies. These improvements, in addition to staffing changes, will also require modification to the Planning and Building areas on the fifth and seventh floors to accommodate customers with complex projects and individuals who want to research historic areas and access past permit information on their properties.

The Department of Planning and Building, in collaboration with the City's Purchasing Division, investigated various procurement options and learned that Fairfax County, Virginia, had completed a competitive bid process on behalf of U.S. Communities Government Purchasing Alliance for various national furniture manufacturers. The U.S. Communities Government Purchasing Alliance has established a national structure for local government agencies to make use of their collective purchasing power to competitively solicit government contracts meeting government agencies' piggyback requirements. This contract requires Knoll, Inc., to commit to the lowest available pricing for local agencies nationwide and to further commit to match lower pricing under the U.S. Communities Government Purchasing Alliance if the local agency is eligible through a state, regional, or local contract.

Also, to further the City's sustainability goals, the products and materials identified are LEED (Leadership in Energy and Environmental Design) certified, a national standard for high-performance, sustainable, and environmentally friendly products. The DSC will showcase and illustrate the value of utilizing "green" building products that are made from recycled materials, can be recycled long after the life of the product, and are designed and constructed to be cleaned with low environmental impact materials.

It is recommended that the City enter a contract, not to exceed \$485,000, with Knoll, Inc., under the terms and conditions afforded the County of Fairfax, Virginia, for the purpose of purchasing the modular furniture systems. This contract permits Knoll, Inc., to work with authorized distributors to perform labor as assigned by area. Systems Source, Inc., is the authorized distributor for this project.

This item was reviewed by Senior Deputy City Attorney Donna Gwin on January 27, 2006 and Budget Management Officer David Wodynski on January 25, 2006.

TIMING CONSIDERATIONS

City Council action is requested on February 7, 2006 to ensure that a purchase order can be issued prior to the furniture price increase that will take effect on February 15, 2006.

FISCAL IMPACT

The total cost of the modular furniture system shall not exceed \$485,000. This project is being supported through restricted planning and building fee revenues. Sufficient funds to cover the purchase are budgeted in the General Fund (GP) in the Planning and Building Department (PB).

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

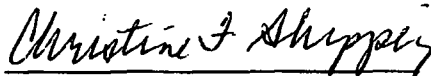


SUZANNE FRICK
DIRECTOR OF PLANNING AND BUILDING

SF:GP/npm

Attachment: Resolution

APPROVED:

for 
GERALD R. MILLER
CITY MANAGER