



Office of the City Manager

CONSENT CALENDAR
May 31, 2022

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Lisa Warhuus, Director, Health, Housing, and Community Services

Subject: Contract: Interior Motions for Health, Housing, and Community Services
Public Health Division Furniture

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or her designee to execute a contract and any amendments or extensions with Interior Motions for new furniture for the Public Health Division offices. The contract will be in an amount not to exceed \$135,000 for the period April 1, 2022 through December 30, 2022.

FISCAL IMPACTS OF RECOMMENDATION

Interior Motions, a City vendor, has been selected to furnish the Public Health Division Office in preparation for a number of staff and program moves. Interior Motions has met all of the steps of the City's competitive Request for Proposal process and has submitted a revised quote with final pricing. The original and revised pricing proposal includes delivery, assemblage, and installation of all furniture.

The contract will have a total not to exceed amount of \$135,000 from the following accounts in Fiscal Year 2022:

Amount	Account
\$104,956	011-51-506-555-0000-000-451-651120
\$12,591	011-51-506-561-0000-000-451-651120
\$17,453	011-51-506-555-2025-000-449-651120

CURRENT SITUATION AND ITS EFFECTS

The Public Health Division provides a variety of services and programs to the community, including Maternal, Child, Health, Emergency Preparedness, Tobacco Programs, Oral Health, and Nutrition Services. The Public Health Division has several

organizational changes underway, including multiple staff and program relocations across three locations; resulting in a need for additional furniture and equipment. Additionally, furniture and equipment are needed to provide accommodations for physical distancing and workplace ergonomics. Updated furnishings will enable our staff and community members to engage safely in socialization and health promotion activities.

The furniture contract with Interior Motions will enable the Public Health Division to provide welcoming and well-maintained facilities in order to foster dynamic and sustainable service provision to the community. The pricing resulting from the RFP was so competitive that the Public Health Division proposes to include additional quantities of the products identified to fully outfit the West Berkeley Service Center with an additional \$35,000. Staff originally excluded the West Berkeley Service Center from the RFP because identified funding was not expected to be sufficient.

BACKGROUND

The City released a Request for Proposals (RFP) under Specification No. 22-11486-C, conducted a voluntary site walk-thru, and convened a panel of stakeholders to select Interior Motions as the most responsive and responsible bidder for this contract. The original RFP was established for \$100,000, resulting in highly competitive pricing. The pricing was so competitive, the Public Health Division would be able to include additional quantities of the proposed products to fully outfit the West Berkeley Service Center with an additional \$35,000.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no environmental impacts identified at this time.

RATIONALE FOR RECOMMENDATION

Interior Motions is a current City vendor. Their proposal includes high quality furniture that aligns with the intended multifunctional uses for HHCS facilities.

ALTERNATIVE ACTIONS CONSIDERED

The City could not provide updated furniture to staff, and program, staffing and safety practices would be limited by the use of existing furniture.

CONTACT PERSON

Janice Chin, Public Health Division Manager, HHCS, (510) 981-5121

Attachments:
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: INTERIOR MOTIONS FOR HEALTH, HOUSING, AND COMMUNITY
SERVICES FURNITURE

WHEREAS, new office furniture and equipment will serve current and future staff to operate programs and services; and

WHEREAS, new office furniture and equipment will also provide a more efficient delivery of services to community members; and

WHEREAS, Interior Motions was selected by the City's RFP process which includes bidding from vendors, draft proposals, and pricing; and

WHEREAS, funds are available in Fiscal Year 2022 budget in the 011-51-506-555-0000-000-451-651120.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is authorized to execute a contract and any amendments, with Interior Motions to deliver, assemble, and install office furniture and equipment for the Public Health Division in an amount not to exceed \$135,000 for the period April 1, 2022 thru December 30, 2022. A record signature copy of said contract and any amendments to be on file in the City Clerk Department.

