



Office of the City Manager

CONSENT CALENDAR
November 28, 2017

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Paul Buddenhagen, Director, Health, Housing & Community Services

Subject: Purchase Orders: Interior Motions; Using U.S. Communities Government Purchasing

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to provide spending authority for the purchase of Herman Miller, Inc. Office Products and related services from Interior Motions, utilizing pricing and contracts from the U.S. Communities Government Purchasing Alliance (U.S. Communities) for the Fiscal Year 2018 period of July 1, 2017 through June 30, 2018 for an amount not to exceed \$200,000.

FISCAL IMPACTS OF RECOMMENDATION

Council authority is requested for Herman Miller, Inc. purchases from Interior Motions, under U.S. Communities, to provide continuity throughout city-wide office infrastructure. Funds are available for the Mental Health Division under the budget codes listed below:

| | |
|--------------------------|--|
| 960-4401-440-7143-17MH01 | \$61,987.39 Furniture for 1521 and 1535 University Avenue Mental Health Clinic |
| 960-4401-440-7043-17MH01 | \$17,486.00 Delivery, Installation and Taxes for University Mental Health Clinic |
| Various Accounts | \$120,526.62 Additional Department Requests for FY18, specific departmental cost TBD |
| Total | \$200,000 |

CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley, ("the City"), takes advantage of competitive pricing negotiated by the U.S. Communities Government Purchasing Alliance contract number AG0607 to purchase Herman Miller work stations, desks, chairs and other office products through third party authorized dealer, Interior Motions, located in Emeryville, CA The City is currently standardized on Herman Miller office products, which include work stations, desk space, walls, keyboard platforms, chairs, and storage laterals.

In addition to functioning as the City's Herman Miller representative, Interior Motions also provides space planning consultation. Interior Motions works closely with City staff to provide customized space plans that are compatible with current office diagrams, and maximizes their investment by reusing existing Herman Miller hardware.

The Department of Information Technology has engaged Interior Motions for a space planning project that reuses existing infrastructure in conjunction with compatible new Herman Miller products.

BACKGROUND

City departments have used Interior Motions to purchase Herman Miller products throughout each fiscal year. Herman Miller has established competitive pricing through a bid process performed by a public agency named U.S. Communities Government Purchase Alliance. City Charter section 67.2 allows The City to use pricing obtained in the competitive bid process by U.S. Communities thus ensuring the City is receiving the best pricing available.

The Mental Health Division in the Health, Housing and Community Services Department has needs for a variety of furniture for the planned mental health clinic to be sited at 1521 University Avenue and the adjunct office space at 1535 University Avenue. Interior Motions has provided, and is in compliance with, all City required documents including insurance requirements, Nuclear Free, Oppressive States, Workforce Composition, Living Wage, and Equal Benefits forms.

ENVIRONMENTAL SUSTAINABILITY

Located in Emeryville, CA, Interior Motions' close proximity to Berkeley will minimize both travel costs and greenhouse gas emissions related to travel. Interior Motions' existing working relationship with The City also gives them detailed knowledge of the City's infrastructure needs, thereby reducing excess and unnecessary waste.

RATIONALE FOR RECOMMENDATION

The City's existing office infrastructure consists of Herman Miller products. It is cost effective to continue to use Herman Miller products because Interior Motions will be able to reuse the majority of the City's existing infrastructure while purchasing new parts that are compatible with existing products.

Other Herman Miller furniture dealers provide pricing under the U.S. Communities competitively bid contract, however, based on an informal bidding process for labor and shipping and handling fees, Finance-General Services has determined Interior Motions' fees are lower than those of other dealers.

Interior Motions' close geographic location makes them a local option that decreases response time for delivery, repairs, and other on-site needs the City may require.

ALTERNATIVE ACTIONS CONSIDERED

No alternatives considered given competition has already been obtained.

CONTACT PERSON

Steven Grolnic-McClurg, Mental Health Manager, HHCS, (510) 981-5249

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

PURCHASE ORDERS: INTERIOR MOTIONS FOR HERMAN MILLER OFFICE PRODUCTS

WHEREAS, various City departments have requested procurement of office infrastructure and competitive quotes were obtained; and

WHEREAS, Interior Motions is an authorized and local Herman Miller reseller, and has consistently provided the lowest price based on U.S. Communities Purchase Alliance for Herman Miller furniture; and

WHEREAS, pursuant to Charter section 67.2, the City may use pricing obtained in the competitive bid process by U.S. Communities for Herman Miller furniture, and Interior Motions provides such pricing to the City.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute purchase orders for Fiscal Year 2018 with Interior Motions for a not-to-exceed amount of \$200,000 for the period from July 1, 2017 through June 30, 2018.

