



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 25, 2025

FROM: CITY ATTORNEY'S OFFICE WARDS: ALL

SUBJECT: APPROVE PURCHASE ORDER WITH TOTALPLAN BUSINESS INTERIORS, INC. OF RIVERSIDE, CALIFORNIA, UNDER OMNIA COOPERATIVE PURCHASING AGREEMENT NO. R191801 IN THE AMOUNT OF \$308,989.26 FOR THE PURCHASE OF FURNITURE, INSTALLATION, AND RELATED SERVICES IN CONNECTION WITH THE CITY ATTORNEY'S OFFICE MODERNIZATION PROJECT

ISSUE:

To consider approval of a Purchase Order with Totalplan Business Interiors, Inc. under OMNIA Cooperative Purchasing Agreement No. R191801 in the amount of \$308,989.26 for the purchase of furniture, installation, and related services in connection with the City Attorney's Office Modernization Project.

RECOMMENDATIONS:

That the City Council:

1. Approve the Purchase Order with Totalplan Business Interiors, Inc. of Riverside, California, under OMNIA Cooperative Purchasing Agreement No. R191801 in the amount of \$308,989.26 for the purchase of furniture, installation, and related services in connection with the City Attorney's Office Modernization Project, and
2. Authorize the City Manager, or designee, to approve the purchase order with Totalplan Business Interiors, Inc. of Riverside, California including making minor and non-substantive changes.

BACKGROUND:

As part of the FY 2023/24 budget, the City Council previously approved funding for the City Attorney's Office (CAO) Modernization Project, which aims to update and improve the working environment of the City Attorney's Office. The CAO Modernization Project includes the replacement of outdated and worn office furniture, installation of new flooring, repainting office spaces, creating a dedicated area for legally mandated employee meal breaks, and more. The City Attorney's Office is located in Suite 250 of the Mission Square Building which consists of 15,826 square feet of office space. The existing configuration of the office includes 16 cubicle workstations used by support staff and 31 enclosed offices for attorneys and paralegals. Most

of the existing workstations and desks are decades old, ergonomically inadequate, and don't meet the needs of a modern office.

DISCUSSION:

The CAO's aging office furniture is not only visually outdated but also creates challenges for staff health and productivity, as the prolonged use of outdated furniture could lead to physical strain and negatively affect staff performance and well-being. The proposed furniture has been carefully selected to address these concerns while ensuring better utilization of office space. This proposed furniture update will increase the number of cubicle workstations from 16 to 20, ensuring adequate space for a growing office. Additional consideration was given to selecting sit/stand desks to promote movement and flexibility throughout the workday, modern colors and finishes that align with the CAO's Modernization Project, and the overall cost.

The total cost of this proposed purchase is well below an alternative quote received from GM Business Interiors which exceeded \$612,000. **This purchase represents a savings of at least \$303,010.74 compared to the alternative option from GM Business Interiors.** This cost savings is achieved by leveraging the OMNIA Cooperative Purchasing Agreement, which provides competitively negotiated pricing for quality products, with additional discounts available based on total amount purchased. The quote submitted with this request includes an 82% discount on all furniture.

OMNIA is a national service cooperative created to provide government procurement resources and solutions to members in government, education, and nonprofit sectors. To meet competitive bidding requirements of government entities OMNIA performs its own competitive bidding process for various services and supplies. OMNIA issues a Request for Proposal that is advertised across various publications. Vendors bid on contracts with OMNIA, offering discounts and taking advantage of economies of scale. OMNIA has over 90,000 agencies who obtain services and supplies through their discounted agreements. Since the City of Riverside is a member of OMNIA, Totalplan Business Interiors, Inc., of Riverside, California is able to provide the best overall government pricing in accordance with Cooperative Agreement Number R191801 which currently expires on April 30, 2025. Purchasing has reviewed the cooperative agreement and found that it fulfills all City of Riverside Purchasing requirements. As such, Purchasing has informed the City Attorney's Office that they are able to utilize the cooperative for the purchase of furniture, installation, and related services.

City Staff is requesting to purchase office furniture through the OMNIA Cooperative pricing under Contract No.R191801 which is in accordance with Purchasing Resolution No. 24101, Section 602 which states, "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstance: ...(f) When Cooperative Purchasing is available and undertaken or when Goods can be obtained through Federal, State and/or other public entity pricing contracts or price agreements."

The Purchasing Manager concurs that the recommendation in this report is in compliance with Purchasing Resolution 24101 Section 602 (f).

STRATEGIC PLAN ALIGNMENT:

The approval of the Purchase Order with Totalplan Business Interiors, Inc., of Riverside, CA for

the purchase and installation of office furniture supports the priorities of the City of Riverside's Envision Riverside 2025 Strategic Plan, by contributing to Strategic Priority No. 6 Infrastructure, Mobility & Connectivity, by supporting the following:

Goal No. 6.2. Maintain, protect and improve assets and infrastructure within the City's built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Investing in updated office furniture will enhance the work environment for our CAO staff, which will facilitate a better service delivery to our clients. A well-equipped office demonstrates our commitment to professionalism and high standards, to our clients.
2. **Equity** – By providing a modern and comfortable workspace, we ensure that all employees have access to resources that promote productivity and well-being. This equitable treatment of staff contributes to a more inclusive workplace culture.
3. **Fiscal Responsibility** – Using the OMNIA cooperative purchasing agreement is a significant step towards responsible financial management. The 82% discount available through OMNIA allows us to stretch our budget further, ensuring that we can address critical needs of the office.
4. **Innovation** – A modern office environment encourages collaboration and innovation among staff. With updated furniture, we can facilitate teamwork and creativity, which are essential for the City Attorney's Office to function efficiently.
5. **Sustainability & Resiliency** – The new furniture will be selected with a focus on sustainable materials and practices. By investing in furniture that is durable and environmentally friendly, we ensure that we create a resilient workspace that can adapt to future needs.

FISCAL IMPACT:

The total fiscal impact of this action is \$308,989.26. Sufficient funding for the project is budgeted and available in the Capital Outlay Fund, City Attorney Renovations Project account number 9925500-462050.

Prepared by:	Jack Liu, Interim City Attorney
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Mike Futrell, City Manager
Approved as to form:	Jack Liu, Interim City Attorney

Attachments:

1. OMNIA Contract No. R191801
2. Quote from Totalplan Business Interiors, Inc.