



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: APRIL 11, 2017**

FROM: GENERAL SERVICES DEPARTMENT **WARD: 1**

SUBJECT: PURCHASE AND INSTALLATION OF OFFICE WORK STATIONS AND FURNITURE, FIXTURES AND EQUIPMENT FROM G/M BUSINESS INTERIORS FOR THE STREAMLINE RIVERSIDE ONE STOP SHOP AT CITY HALL IN AN AMOUNT NOT TO EXCEED \$257,728.24

ISSUE:

Approve the issuance of a Purchase Order with G/M Business Interiors of Riverside, California for the purchase and installation of office work stations, and furniture, fixtures and equipment for the Streamline Riverside One Stop Shop to be located on the third floor of City Hall in an amount not to exceed \$257,728.24.

RECOMMENDATIONS:

That the City Council approve the issuance of a Purchase Order with G/M Business Interiors of Riverside, California for purchase and installation of office work stations, and furniture, fixtures and equipment for the Streamline Riverside One Stop Shop located on the third floor of City Hall in accordance with Purchasing Resolution 22576, Section 201(h) in an amount not to exceed \$257,728.24.

BACKGROUND:

Development support services, such as review and approval of building plans and issuance of building permits, are currently provided by the Community & Economic Development and Fire Departments, located on the 3rd floor at City Hall. However, as part of our current business model, additional City departments, part of the building plan approval and permit process, require the applicant travel to several different City Hall floors, or other building locations, to obtain reviews and approvals from the Public Works, Public Utilities or the Finance Departments. Based on feedback from the development community and staff visits to other local cities with one stop shop operations, locating all development support services to one convenient one stop location within City Hall will expedite processes, develop better City best practices and provide a more business friendly environment for our customers and patrons. Other cities currently using a One Stop Shop scenario are experiencing faster plan review and approvals, permits and overall increased customer satisfaction.

The Streamlined Riverside One Stop Shop will consolidate the process of land development, plan review and permitting assistance from the Community & Economic Development, Fire, Public Utilities, Finance and Public Works Departments into a single location on the third floor of City Hall. Representatives from all participating departments will be co-located on the floor to answer

questions, offer guidance and provide assistance during the design, review, permit and inspection phases of the development process.

To accommodate these adjustments, reconfiguration of the existing third floor layout is required. The project includes expanding the third floor lobby and reconfiguring the space to accommodate all departments associated with the One Stop Shop. July 1, 2016 is the estimated project completion date.

G/M Business Interiors of Riverside, CA has agreed to furnish and reconfigure the existing office work stations and furniture, fixtures and equipment (FF&E) on the third floor in accordance with the competitively bid County of Riverside furniture contract #A52075 pricing.

Estimated Cost*	Description
\$107,728.24	Purchase and installation of office work stations, cabinets and third floor lobby countertops
\$150,000	Purchase of miscellaneous FF&E (lighting, panels, lobby furniture, feature walls, signage and other related fixtures)

*Includes all furniture, parts, delivery, installation and taxes.

Purchasing Resolution 22576, Section 201(h) states that competitive procurement shall not be required when goods or services can be obtained through Federal, State, and/or other public entity pricing or price agreements.

The Purchasing Services Manager and Community & Economic Development Department Director agree with the recommendation.

FISCAL IMPACT:

The total fiscal impact is \$257,728.24. The funds are available in the FY 2016-18 budget, One Stop Shop Project Account No. 9898700-470020.

Prepared by: Carl Carey, General Services Director
Certified as to
availability of funds: Scott G. Miller, Ph.D., Chief Financial Officer/Treasurer
Approved by: Marianna Marysheva, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney