

Agenda Report

TO: CITY COUNCIL
FROM: CITY MANAGER
SUBJECT: APPROVAL OF FURNITURE PURCHASE FOR FOOTHILL ONE-STOP CAREER CENTER

Date: MAY 18, 1998

RECOMMENDATION:

It is recommended that the City Council 1) authorize the Purchasing Administrator to issue a purchase order contract to Interior Resources in an amount not to exceed \$225,000 for furniture for the Foothill One-Stop Career Center; 2) exempt this transaction from competitive bidding based on impracticality, and 3) grant this transaction a partial exemption from the competitive selection requirements of Affirmative Action in Contracting pursuant to P.M.C. 4.09.060(C), contracts for which the City's best interests are served.

BACKGROUND:

The Career Services Division of the Human Services, Recreation, and Neighborhoods Department administers the federal Job Training Partnership Act (JTPA) programs on behalf of the Foothill Private Industry Council (FPIC). In order to improve services to JTPA eligible clients, Career Services applied for and received a grant from the State Job Training Partnership Division (JTPD) to open a One-Stop Career Center. This grant is designed to pay for the costs involved in the start-up of the Center. This grant terminates on June 30, 1998.

The Center will be located at the State Employment Development Department office located at 1207 E. Green Street in Pasadena.

The Foothill PIC One-Stop Career Center will provide a variety of services for job seekers as well as employers. The services to job seekers include:

- Directory of services via electronic kiosks, customized interactive software, and the Internet
- Self-screening program eligibility for JTPA, UI, and other related programs
- Referral to other community resources

- Job services including access to computer work stations to update resumes, submit job applications electronically, a phone bank to contact prospective employers, video equipment for mock interviews , job search workshops
- Access to labor market information including local demand occupations, entry levels wages by industry. This information will be available through EDD publications, and computerized LMI software
- Staff assisted intake/assessment of skills, interests, aptitudes
- Development of an Individual Service Strategy to assist job seekers reach their specific employment goal
- Unemployment insurance benefit information and eligibility

Services to employers include:

- Direct access to a pre-screened applicant pool selected based upon a job match system
- Information regarding OJT reimbursement and tax credits
- Customized plant closure or massive layoff assistance
- Applicant recruitment assistance
- Connection of businesses with local economic development
- Access to the Center's two job match systems including local EDD job match system
- Labor market information including economic forecasting

Opening the Center will necessitate the purchase of a large quantity of furniture. The furniture to be purchased is listed below and categorized by its use:

Area	Items	Quantity
Open office area	Desks, chairs, bookcases, credenzas, side chairs	23 of each
Employment resource room	Large tables Guest chairs Bookcases	2 8 2
Offices	Desks, upper storage areas, 2-drawer files, Bookcase, desk chairs, side chairs	4 of each
Conference room	Video conferencing table Document camera cart Video console Chairs	1 1 1 7
Lobby/reception area	Stacking chairs Tables	11 4
Computer Lab	Folio tables Stacking chairs	11 24
Conference/workshop room	Folio tables Stacking chairs Visual team board	14 30 1

Assessment/testing room	Carrels	3
	Folio tables	2
	Stacking chairs	7
	Bookcase	1
Training room	Folio tables	8
	Stacking chairs	14
	Bookcases	4
	Desk	1
Files and storage	Storage credenzas	3
	Lateral files	7

To assist us with the selection and purchase of the furniture and the design of our office space, we selected an interior design consultant through a competitive selection process. The consultant is Interior Resources, Inc.

Interior Resources is a full service office furniture dealership specializing in the design, planning, specification, management and installation of office interiors. They coordinate all aspects of a project beginning with the determination of the actual building dimensions, existing and required electrical needs, typical workstation development, private office furniture layouts, meeting training and conference room requirements to the final installation of the furniture.

Interior Resources has provided these services to City of Pasadena Departments in the past. They have assisted with office moves for the Police Department, Human Resources, and Public Works. They have worked with Human Services in the move to Villa Park and the move of administration staff to the Hale Building.

Although the purchase of furniture is normally subject to competitive bidding, the City Council is asked to approve this transaction without further competitive bidding on the grounds that it is impractical to bid and that the public interest would not be served by a competitive process at this time. First, it is impractical to conduct a thorough competitive bid at this time, because the grant that the State awarded to the PIC in the amount of \$627,000 for the start-up of a one-stop center expires on June 30, 1998. With this grant, unspent funds will be recaptured by the State and not be available for use for one-stop implementation purposes. According to the Job Training Partnership Act, funds must be expended and goods delivered by June 30, 1998.

Due to the delay caused by lengthy lease negotiations, it is not been feasible to conduct a procurement process prior to this time. Since the beginning of the grant in March of 1997, Career Services staff has been involved in negotiating the lease with representatives from the Employment Development Department. It has been a long and involved process. We have discussed floor plans, negotiated resource sharing agreements, and discussed the coordination and integration of staff. We have timed the other aspects of implementing one-stop delivery of services (such as hiring new staff,

and purchasing equipment and furniture) to the completion of the lease negotiation and processing.

Second, there is already a contractor mobilized (Interior Resources) who was selected for related work through a competitive selection process.

Third, if the City was to undertake its own bid process, the time involved in preparing the necessary bid documents, reviewing proposals and obtaining the required bids would push the transaction past the grant termination deadline. There is a compelling public interest not to lose money that will provide coordinated and comprehensive employment and training services to the unemployed residents of Pasadena.

Fourth, all of the furniture will be purchased from the following manufacturers who are on the federally-approved Government Service Agency (GSA) list: Herman Miller, Geiger Brickel, Bretford, Nevers, Falcon, Egan Visual, and American Business Furniture. The City will receive the lowest negotiated government rate.

Career Services Division staff has reviewed the furniture recommended by Interior Resources. In addition to their place on the GSA list, vendors are being selected for price reasonableness and ability to deliver the items selected in a reasonable time (three to four weeks).

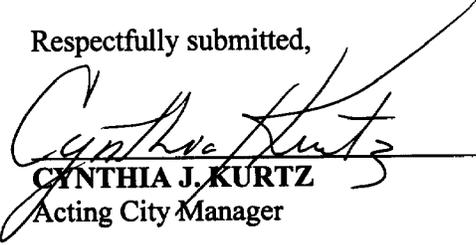
The total price includes delivery, warehousing, inspection, and installation of the furniture.

Some of the existing Career Services Division furniture will be sent to the new One-Stop Career Center. The disposal of the remaining furniture will be conducted in accordance with City of Pasadena and federal Job Training Partnership Act rules and regulations.

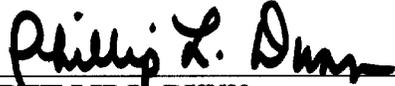
FISCAL IMPACT:

All of the furniture purchased will be paid with federal Job Training Partnership Act funds. The cost of Interior Resources services will also be paid from federal grant funds.

There is no impact on the City General Fund.

Respectfully submitted,

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