

Agenda Report

December 15, 2025

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH D&R OFFICE WORKS, INC. FOR THE PURCHASE OF FURNITURE RELATED PRODUCTS AND SERVICES FOR HALE BUILDING INTERIOR REMODEL PHASE II IMPROVEMENTS PROJECT FOR AN AMOUNT NOT-TO-EXCEED \$270,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the actions proposed herein to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines (California Code of Regulations, Title 14, Chapter 3) Article 19, Section 15301, Class 1 - Existing Facilities and Section 15302, Class 2 - Replacement or Reconstruction, and that there are no features that distinguish this project from others in the exempt classes and, therefore, there are no unusual circumstances;
2. Authorize the City Manager to enter into a contract with D&R Office Works, Inc. for the purchase of Furniture Related Products and Services in an amount of not-to-exceed \$270,000. Competitive price bidding is not required pursuant to City Charter Section 1002(H), Contracts with other governmental entities or their contractors for labor, material, supplies or services; and
3. Grant the proposed contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

The adopted fiscal year (FY) 2026 Capital Improvement Program includes the Hale Building Interior Remodel – Phase II project. The Hale Building, located at 175 North Garfield Avenue, was constructed in 1929 for the Southern California Gas Company and acquired by the City in 1986. After a major rehabilitation in 1994, it became home to the City's Permit Center. Since that time, only limited improvements have been made, and

the facility now contains torn carpeting, outdated cubicles, and insufficient workspace for current staffing needs.

Phase II of the project is currently underway and provides for a comprehensive interior remodel to modernize the Permit Center while preserving the historic character of the building. The scope includes renovation of public service areas and plan check counters, improvements to private offices and conference rooms, upgrades to restrooms for ADA compliance, creation of a 70-person Public Hearing Room, enhancements to staff office areas, new break facilities, Title 24-compliant lighting and water-saving fixtures, and expanded security features.

As part of these improvements, the replacement of outdated and deteriorated furniture is required. The proposed contract provides the furniture component of the larger tenant improvement project and includes procurement of modern, ergonomic, and technology-integrated furnishings necessary to support updated workflows and increased operational capacity.

To maintain the project schedule and avoid delays, staff recommends awarding a contract to D&R Office Works Inc. for the procurement of furniture related products and services. This procurement will be completed through The HON Company LLC using a competitively solicited contract administered by the National Intergovernmental Purchasing Alliance Company, doing business as OMNIA Partners (OMNIA). OMNIA Partners is the largest cooperative purchasing agency serving the public sector. It conducts nationwide solicitations, evaluates proposals, and awards contracts through a competitive selection process designed to ensure that participating agencies receive the lowest pricing available. The City has been a participating OMNIA member since December 2007.

On December 17, 2024, the Board of Directors of Region 4 Education Service Center, headquartered in Houston, Texas, and acting as the lead government agency, awarded a three-year contract (RFP R240117) to The HON Company LLC for furniture, installation, related products, and associated services. The solicitation opened on June 13, 2024, and the awarded vendors were determined to offer the most advantageous pricing, demonstrated capacity to deliver, and a clear understanding of the required scope of work. The multiple award structure provides participating agencies access to a full range of products and services while limiting awards to the minimum number of qualified suppliers needed to meet OMNIA requirements.

The City has an established history of procuring office furniture and related services from HON and its authorized dealers. Procuring through HON and its closest southern California authorized dealer, D&R Office Works Inc., ensures that furniture is supplied, delivered, and installed by qualified professionals using manufacturer authorized products and methods.

Staff recommends awarding a contract to D&R Office Works Inc. in an amount not-to-exceed \$270,000 for the purchase, delivery, and installation of furniture related products and services.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic planning goal to improve, maintain, and enhance public facilities and infrastructure.

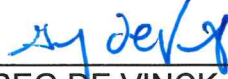
ENVIRONMENTAL IMPACT:

The proposed action has been determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301, Class 1 – Existing Facilities and Section 15302, Class 2 – Replacement or Reconstruction. Class 1 includes the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, topographical features, involving negligible or no expansion of use. Class 2 consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced. The proposed contract would provide for the purchase of furniture for the existing municipal building. There are no features that distinguish this project from others in the exempt classes and, therefore, there are no unusual circumstances.

FISCAL IMPACT:

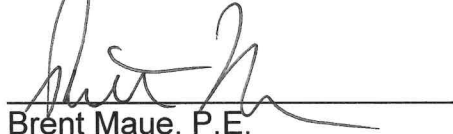
The total cost of this contract is \$270,000. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Hale Building Interior Remodel – Phase II* (71170) CIP budget in fiscal year 2026. There is no impact to the General Fund.

Respectfully submitted,



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Approved by:



MIGUEL MÁRQUEZ
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