

Tuesday, July 6, 2004

Honorable Mayor and Members of
The Hermosa Beach City Council

Regular meeting of
July 13, 2004

PURCHASE OF FIRE DEPARTMENT OFFICE WORKSTATION FURNITURE

RECOMMENDATION

Staff recommends that council:

1. Authorize the purchase and installation of Office Workstation Modules and appurtenances for the Fire Department from Jules Seltzer Associates.
2. Re-appropriate \$18,000.00 from the 2003/2004 budget to the 2004/2005 budget.

BACKGROUND

The current fire department office furniture is in need of replacement. Various components of the present office furniture are either worn out or broken. Through the years the fire department has collected "hand me down" desks, file cabinets, and chairs from other city departments, and through private donation. This fact has resulted in an unplanned office workplace that provides inadequate desk and file space, affecting administrative productivity, and depicting a less than professional appearance of the fire department to the public. This purchase request represents a planned office workplace designed and recommended by a professional office workplace consultant. Jules Seltzer Associates provided the fire department with three (3) proposals representing three separate office areas. The three office area proposals include a total of eight (8) separate workstations that will provide needed desk, file storage space and seating for both administrative personnel and the on-duty suppression personnel. The proposed workstations are designed to conform to the current physical layout of the fire station and will not require any fire station remodeling construction. The quality and design of the proposed workstations will enable them to be removed and reconfigured into the proposed fire station remodel structure if needed.

The city budgeted monies during the fiscal year 2003/2004 from the Fire Protection Fund for the purchase of Office Furniture and Fire Station Renovation. The fire department has targeted the same current standard of quality and functionality of workplaces found in city hall and other city department offices purchased from Jules Seltzer Associates of Los Angeles. Jules Seltzer Associates provided an assessment of fire department office needs and planned the proposed office workplaces for optimum productivity for the existing space available. The bid for identified office workstation modules, appurtenances and installation was received from Jules Seltzer Associates as follows:

?? Fire Prevention Office Area	\$13,948.02
?? Captain Office and Administrative Assistant Office	\$19,968.81
?? Chief and Assistant Chief Office	\$21,073.60
?? Total	\$54,990.43

The entire proposal from Jules Seltzer Associates is available for review in the Fire Chief's office.

FISCAL IMPACT

The funds required for the purchase of identified office modules, appurtenances and installation have been appropriated in account 180-2202-5401 and 180-2202-5402 for fiscal year 2003/2004, and for fiscal year 2004/2005 in account 180-2202-5402. The total cost is \$54,990.43

Respectfully submitted,

Concur:

Russell Tingley
Fire Chief

Stephen Burrell
City Manager

Noted for Fiscal Impact:

Viki Copeland

Finance Director