

December 28, 2005

Honorable Mayor and Members of  
The Hermosa Beach City Council

Regular meeting of  
January 10, 2006

**REQUEST TO PURCHASE OFFICE FURNITURE FOR  
THE BASE 3 BUILDING OF THE POLICE DEPARTMENT**

**RECOMMENDATION**

Staff recommends that Council:

1. Authorize the purchase of office furniture from Trader Boys of Los Angeles for furnishing the "Base 3" building located at Valley Drive and 11<sup>th</sup> Street in the amount of \$9,929.39 (including taxes and shipping)

**BACKGROUND**

The parking enforcement personnel and meter specialists of the Community Services Division of the Police Department had to vacate their Base 3 facility over one year ago due to flooding from heavy rains and the discovery of mold in some of the walls. Since that time these personnel have been operating out of the parking garage on Bard Street behind the City Hall complex. In the meantime the Base 3 facility has been refurbished to the point that it can be occupied once again. New furniture will be needed to outfit the building


**ANALYSIS**

A Request for Proposal (RFP) was prepared during the month of November soliciting qualified vendors to furnish the office furniture required for Base 3. Sealed proposals were to be submitted to the City Clerk's office by 2:00 PM on Thursday December 15, 2005. Only one sealed bid was received from Trader Boys of Los Angeles, California in the amount of \$9,929.39 including shipping and tax.

**FISCAL IMPACT**

The funds to purchase this furniture were appropriated in the current (2005/2006) fiscal year budget.

Respectfully submitted



MICHAEL LAVIN, CHIEF OF POLICE  
HERMOSA BEACH POLICE DEPARTMENT

Concur:



STEPHEN BURRELL  
CITY MANAGER

Fiscal Impact:



Viki Copeland, Finance Director

# CITY OF HERMOSA BEACH – BID OPENING LOG SHEET

**Project Name:** Office Furniture for Community Service

**Date:** 12/15/05

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Bidder's Name	Amount of Bid
1) <u>Trader Boys</u>	<u>4997.33</u> <u>4932.06</u> <u>9929.39</u>
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____

**Attest:**



Wre L Dmuck

Office of the City Clerk - 1315 Valley Drive - Hermosa Beach, CA 90254

## **CITY OF HERMOSA BEACH**

### **REQUEST FOR PROPOSAL**

The City of Hermosa Beach is soliciting sealed bids from qualified vendors to furnish the Community Services Department with office furniture. The city is seeking bids for the following specific brands and styles of furniture. Substitute brands of like office furniture may be considered but are not preferred.

<b>Brand Name</b>	<b>Description</b>	<b>Quantity</b>
Equipment Distributors	Pedestal, Box/File, 22" Hanging, Cherry	2
Equipment Distributors	Pedestal – laminate, box/box/file, 15-1/2"W x 22" D, Cherry	1
Equipment Distributors	Bowfront Desk w/ Left Corner Extension, 71"W x 30/36/48"D, Cherry	4
Equipment Distributors	Return Shell- laminate, 35"W x 23"D x 29"H, Cherry	4
Equipment Distributors	Cost of assembly of Equipment Distributor Items	11
Maverick	Bridge Section- 24"D x 42"W x 29-1/2"H, Seattle Cherry	1
Maverick	Credenza- file/file pedestal on left, 24"D x 72"W x 29-1/2"H, Seattle Cherry	1
Maverick	Desk, fan top single right pedestal, 72"W x 36"D x 29-1/2"H, Seattle Cherry	1
Maverick	Hutch- with hinged doors, 18" clearance, 72"W x 16"D x 42"H, Seattle Cherry	1
Maverick	42" x 84" Boatshaped Conference Table Seattle Cherry	1
Maverick	Square Table Cube- 20"D x 20"W x 16"H Seattle Cherry	1
International Furniture Industries	Credenza/ Return Pedestal- file/file 15-1/2"W x 19"D x 27"H in cherry wood veneer finish	1

International Furniture Industries	Desk Pedestal- 2 box & 1 file drawer in natural cherry wood veneer finish, 15-1/2"W x 28-1/2"D x 27"H	1
International Furniture Industries	Guest Chair, Cherry Wood, Burgundy Fabric	9
International Furniture Industries	Reception Desk- 72"W x 30"D x 43"H in natural cherry wood veneer finish	1
International Furniture Industries	Reception Return- 60"W x 24"D x 43"H in natural cherry wood veneer finish	1
Coasters	Monterey Style Sofa- 84"L x 38-1/2"D x 36"H, Brown Leather	1
Halga	Storage Cabinet- 4 adjustable shelves 72"H x 18"D x 36"W in black	1
Office Star	Junior Executive Chair- Matrix back, with black mesh seat and metal base	2
Tiffany	Executive Chair- "Optima High Back" series in top grain black leather	3

The delivery charge must include one flight of stairs for two ED Bowfront desks, two ED return shells, one sofa, eight IFI chairs, and the conference table. All other items are on the ground floor.

### **SUBMISSION OF PROPOSALS**

Sealed proposals must be received in the office of the City Clerk, 1315 Valley Drive, Hermosa Beach, CA 90254, on or before **2:00 PM Thursday December 15, 2005**. The City of Hermosa Beach reserves the right to extend any time frame as necessary.

No late proposals will be accepted. Late proposals received after the deadline will be returned to the bidder unopened.

Proposals are to be submitted in a sealed envelope with the words **"Proposal for Office Furniture for Community Services"** written or typed on the envelope. Questions about

this proposal can be directed to Lt. Lance Jaakola at (310) 318-0342 or Ennis Jackson at (310) 318-0200.