



# STAFF REPORT

CITY COUNCIL OF THE CITY OF SAUSALITO

## AGENDA TITLE:

Approving an Appropriation and Issuance of a Purchase Order to The Corner Office, Inc. for Provision of Commodity Furniture for the Public Safety Facilities

## RECOMMENDED MOTION:

Adopt a Resolution of the City Council of the City of Sausalito Approving, Appropriating Funds for and Authorizing the City Manager to Issue a Purchase Order to The Corner Office, Inc. for Provision of Commodity Furniture for the Public Safety Facilities

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## SUMMARY

The Public Safety Facilities (PSF) will require new furniture and on the basis of a detailed selection process intended to identify furniture that will provide the best value to the City, the City's architect, Glass Architects prepared bid documents to address some of the City's needs. On the basis on the expectation that the cost of the furniture would exceed \$25,000, the bid documents were issued on November 2, 2009 and one addendum, dated November 13, 2009 was issued in conformance with Sausalito Municipal Code (SMC) Section 3.30.180 Formal Bid Procedure.

Sealed bids were opened and read on November 19, 2009 at the appointed hour of 3:00 PM. Five bids were received and opened. The lowest three were for amounts of \$227,927.39, \$225,871.97 and \$209,946.08. The lowest bid was submitted by The Corner Office, Inc. of San Rafael, California.

Staff, the City's Construction Manager, Swinerton Management & Consulting, and Glass have evaluated the bids received and contacted The Corner Office, Inc. for clarification on four items. With resolution of those items increasing the bid amount by \$857.23, The Corner Office, Inc.' resulting bid of \$210,803.31 remains the lowest responsible, responsive bid received and Staff recommends that the award be made by issuing a purchase order to The Corner Office in that amount for provision of the required ordering, warehousing, installation and warranty of the subject furniture.

## ISSUES

No outstanding issues not discussed above have been identified.

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Item #: 6F  
Meeting Date: December 8, 2009  
Page #: 61

## **FISCAL IMPACT**

The City's General Capital Project Fund loaned \$1,132,000 to the Public Safety Buildings Capital Project Fund (the "Advance") to cover pre-construction costs for the public safety building construction. The costs paid from the Advance were deemed by the City's Bond Attorney to be eligible for reimbursement from the proceeds of the 2006 GO Bonds issued to fund the demolition and replacement of a police building and a fire station. The Citizen's Oversight Committee also reviewed the expenditures for compliance with the expenditure requirements of the 2006 GO Bonds, and they authorized the repayment of the City's advance.

The Advance of \$1,132,000 from the City's General Capital Project Fund is now available for appropriation by the City Council of the City of Sausalito for the acquisition of furniture, fixtures and equipment, and is the designated source of funds for this purchase.

## **STAFF RECOMMENDATIONS**

Adopt a Resolution of the City Council of the City of Sausalito Approving, Appropriating Funds for and Authorizing the City Manager to Issue a Purchase Order to The Corner Office, Inc. for Provision of Commodity Furniture for the Public Safety Facilities

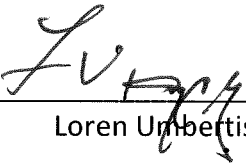
## **ATTACHMENTS**

Resolution of the City Council of the City of Sausalito Approving, Appropriating Funds for and Authorizing the City Manager to Issue a Purchase Order to The Corner Office, Inc. for Provision of Commodity Furniture for the Public Safety Facilities

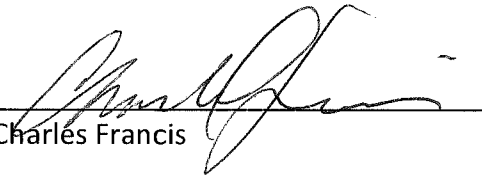
PREPARED BY:  
Director of Public Works

  
\_\_\_\_\_  
Jonathon Goldman

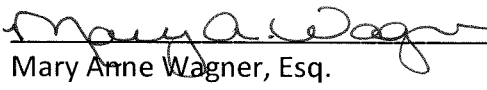
REVIEWED BY:  
SMC Project Manager

  
\_\_\_\_\_  
Loren Umbertis

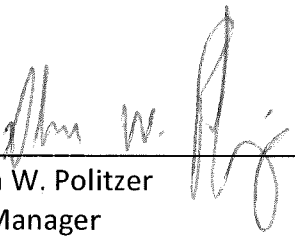
REVIEWED BY:  
Administrative Services Director/Treasurer

  
\_\_\_\_\_  
Charles Francis

REVIEWED BY:  
City Attorney

  
\_\_\_\_\_  
Mary Anne Wagner, Esq.

SUBMITTED BY:

  
\_\_\_\_\_  
Adam W. Politzer  
City Manager



**RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO  
APPROVING, APPROPRIATING FUNDS FOR AND AUTHORIZING THE CITY  
MANAGER TO ISSUE A PURCHASE ORDER TO THE CORNER OFFICE, INC. FOR  
PROVISION OF COMMODITY FURNITURE FOR THE PUBLIC SAFETY  
FACILITIES**

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**WHEREAS**, the City and its consultants and contractors are presently engaged in the construction of the Public Safety Facilities Project; and

**WHEREAS**, the City wishes to provide new furniture for those buildings and their subsequent operations; and

**WHEREAS**, a detailed selection process to identify furniture that will provide the best value to the City was performed by the City's architect, Glass Architects; and

**WHEREAS**, as a result of that process Glass Architects prepared bid documents for furniture to address some of the City's needs; and

**WHEREAS**, Glass Architects estimated the cost of said furniture at more than \$200,000; and

**WHEREAS**, under Sausalito Municipal Code ("SMC") Section 3.30.180 a procurement of commodities or services not otherwise exempt requires formal bids; and

**WHEREAS**, the bid documents were issued on November 2, 2009 and one addendum, dated November 13, 2009 was issued; and

**WHEREAS**, in conformance with SMC Section 3.30.180 sealed bids were opened and read on November 19, 2009 at the appointed hour of 3:00 PM; and

**WHEREAS**, Five bids were received and opened and the lowest bid was submitted by The Corner Office, Inc. of San Rafael, California.

**WHEREAS**, Staff, the City's Construction Manager, Swinerton Management & Consulting, and Glass Architects have evaluated the bids and contacted The Corner Office, Inc. for clarification on four items; and

**WHEREAS**, despite resolution of those items increasing the bid amount by \$857.23, The Corner Office, Inc.' resulting bid of \$210,803.31 remains the lowest responsible, responsive bid received and on that basis Staff recommends that the award be made by issuing a purchase order to The Corner Office in the amount of \$210,803.31 (TWO-HUNDRED TEN THOUSAND EIGHT-HUNDRED THREE AND NO/100 DOLLARS) for provision of the required ordering, warehousing, installation and warranty of the subject furniture; and

**WHEREAS**, the City's General Capital Project Fund loaned \$1,132,000 to the Public Safety Buildings Capital Project Fund (the "Advance") to cover pre-construction costs for the public safety building construction; and

61  
65

**WHEREAS**, the costs paid from the Advance were deemed by the City's Bond Attorney to be eligible for reimbursement from the proceeds of the 2006 GO Bonds issued to fund the demolition and replacement of a police building and a fire station; and

**WHEREAS**, the Citizen's Oversight Committee also reviewed the expenditures for compliance with the expenditure requirements of the 2006 GO Bonds and authorized the repayment of the City's advance.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Sausalito:

1. Approves the appropriation of \$210,803.31 (TWO-HUNDRED TEN THOUSAND EIGHT-HUNDRED THREE AND NO/100 DOLLARS) from the Advance of \$1,132,000 from the City's General Capital Project Fund for the purchase of commodity furniture and services described herein.
2. Approves the acquisition of the specified furniture commodities and related services in conformance with the attached and incorporated by reference bid from The Corner Office, Inc. and the bid documents as amended for a sum of \$210,803.31 (TWO-HUNDRED TEN THOUSAND EIGHT-HUNDRED THREE AND NO/100 DOLLARS) which shall not be exceeded without express approval.
3. Authorizes the City Manager to issue a Purchase Order and any other similar confirmation on behalf of the City subject to the sum approved above.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Sausalito on the 8th day of December, 2009 by the following vote:

**AYES:** Councilmembers:  
**NOES:** Councilmembers:  
**ABSTAIN:** Councilmembers:  
**ABSENT:** Councilmembers:

\_\_\_\_\_  
MAYOR OF THE CITY OF SAUSALITO

ATTEST:

\_\_\_\_\_  
CITY CLERK

61  
66

The Corner Office is delighted to have the opportunity to present furniture options and service capabilities to Sausalito Public Safety Building RFP. Our practice is to collaborate with our clients and vendors in order to meet today's business requirements, while preparing to respond to any future trends. We are confident that our breadth and depth of products, services, and dedication will not only meet any challenges that may arise, but will also continue to contribute to the containment of your SG&A costs long after the initial installation.

**Schedule of Bid Prices:**

- The Corner Office has provided the attached schedule of bid prices as requested along with a breakdown form that includes unit prices, extensions, per coded furniture specifications.

**Customer Focus:**

- The Corner Office is a boutique dealership. Our business model is based on personal attention, direct access to company principals, and long term relationships. We strive to be the best provider of products and services rather than focusing on becoming the largest. Our smaller size enables us to provide a consistent team that will be with the city of Sausalito team well beyond this project; thereby ensuring corporate intelligence is never lost. The Corner Office is well known for its responsive and empowered Corporate Account customer service team. We have many long-term customers, and are keenly aware of the importance of justifying the trust our customers bestow on us. Trust is the single biggest factor contributing to our long-term success. The trust of organizations such as Bechtel, Applied Biosystems, Sierra Health Systems, Advanced Medical Optics, and Greenpoint Mortgage is something we earned through our commitment to customer advocacy, timely communication, and reliable performance. These organizations rely on us to utilize our expertise to complete projects throughout the United States regardless of complexity or schedule.

**Designated Officer and Project Team:**

- Led by industry veterans with many years of experience, our customer service teams provide proactive, responsive service. Every major project is led by a Corner Office principal ensuring a single point of accountability. Each person in our organization is committed to customer satisfaction and will persevere until questions are answered and issues resolved. See the attached biographies for the Sausalito Public Safety Furniture project team.

**Warranty terms and conditions:**

- We have included a full package of warranty terms and conditions for each of the manufacturers that we have included in our bid response.

**Storage terms and conditions:**

- Our subcontractor, American Office furniture will provide (30) thirty days free of full storage services of the specified furniture after receipt of product. After (30) thirty days a per diem rate of \$30.00 per day will be added to the final invoice.

**Subcontractors:**

- Our subcontractor, American Office furniture is the leader for high quality office furniture installation services in the Bay Area. They can handle any project from a simple one or two workstation installation to large complex projects.

Thank you again for the opportunity to earn your business. We look forward to working with you to identify which products will best serve your requirements. The Corner Office, National and all of our vendor partners, are committed to providing the Sausalito Public Safety Building with exemplary products and service.

61  
67

**BID FORM**

To be submitted as part of bid by the time and date specified in Instructions to Bidders.

**TO THE CITY COUNCIL OF THE CITY OF SAUSALITO**

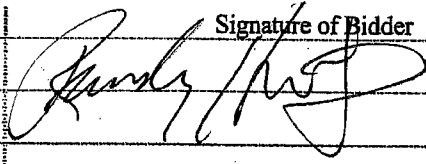
THIS BID IS SUBMITTED BY:

**THE CORNER OFFICE**

(Firm/Company Name)

**Re: BID NUMBER F-141, THE SAUSALITO PUBLIC SAFETY FACILITIES - FURNITURE PROJECT**

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with the City of Sausalito ("City of Sausalito"), to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Sum and within the Contract Time indicated in this Bid and in accordance with all other terms and conditions of the Bidding Documents.
2. Bidder accepts all of the terms and conditions of the Bid Documents, Invitation to Bid, and Instructions to Bidders. This Bid will remain subject to acceptance for 90 Days after the day of Bid opening.
3. In submitting this Bid, Bidder represents:
  - (a) Bidder has examined all of the Bidding Documents and the following Addenda (receipt of all of which is hereby acknowledged).

Addendum No.	Addendum Date	Signature of Bidder
1	11.13.09	

- (b) Bidder has given City of Sausalito prompt written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in the Bidding Documents and the written resolution thereof through Addenda issued by City of Sausalito is acceptable to Contractor.
4. Based on the foregoing, Bidder proposes and agrees to fully perform the Work within the time stated and in strict accordance with the Bidding Documents for the following sums of money listed in the following Schedule of Bid Prices:

FIRM/COMPANY NAME:

**THE CORNER OFFICE**

Bid Form

61  
68



12. The names of all persons interested in the foregoing Bid as principals are:

(IMPORTANT NOTICE: If Bidder or other interested person is a corporation, give the legal name of corporation, state where incorporated, and names of president and secretary thereof; if a partnership, give name of the firm and names of all individual co-partners composing the firm; if Bidder or other interested person is an individual, give first and last names in full).

NAME OF BIDDER: THE CORNER OFFICE, INC.

SAN RAFAEL, CALIFORNIA

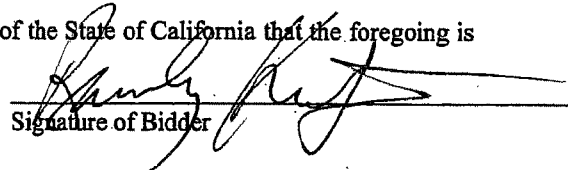
Where incorporated, if applicable

RANDY HERSHKOWITZ, PRESIDENT

FRED BERNSTEIN, SECRETARY

Principals

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

  
Signature of Bidder

NOTE: If Bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If Bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business Address:

125 MITCHELL BLVD  
SAN RAFAEL, CA. 94903

Officers authorized to sign contracts:

RANDY HERSHKOWITZ  
FRED BERNSTEIN

Telephone Number(s):

415-472-5531

Fax Number(s):

415-472-5548

E-Mail address:

RANDYH@CORNEROFFICE.COM

Federal Employer ID Number:

94-3176139

Date of Bid:

NOVEMBER 19, 2009

FIRM/COMPANY NAME: THE CORNER OFFICE

Bid Form

61  
69

Tag	Mfg	Part Description	Qty	Sell Price	Ext Sell Price
		<b>Police Department Specifications</b>			
D-1	National Furniture	Reception desk 36/72 with arc top and 24/48 return	1	\$2,956.26	\$2,956.26
D2-105	National Furniture	L-shape desk 30/60 and 24/48 return with overheads/tb	1	\$3,078.58	\$3,078.58
D-2-125	National Furniture	L-shape desk 30/60 and 24/48 return with overheads/tb	1	\$2,620.65	\$2,620.65
D-3	National Furniture	Double workstation with overheads	1	\$4,106.02	\$4,106.02
D-4	National Furniture	U-shape desk with D top, wardrobe, 36" round table & bookcase	1	\$6,743.23	\$6,743.23
D-5	National Furniture	U-shape desk with D top, wardrobe, & bookcase	1	\$5,449.16	\$5,449.16
D-6	National Furniture	U-shape desk with D top, wardrobe, & bookcase	1	\$5,545.16	\$5,545.16
CR-1	National Furniture	Waveworks, 24DX72W, Buffet Credenza	1	\$1,166.71	\$1,166.71
C-10	KI	Peretti Sled Base Flex Arm Chair	5	\$354.90	\$1,774.50
C-11	KI	Peretti Sled Base Flex Chair No arms	22	\$286.05	\$6,293.10
CT-2	KI	Transport Dolly	1	\$167.85	\$167.85
C-15	KI	Versa Conference Chair Sled Base Upholstered non ganging	4	\$345.85	\$1,383.40
SO-1	KI	Torison Stool	2	\$273.60	\$547.20
D-7	KI	700 Series Desk right return	4	\$2,037.60	\$8,150.40
T-9	Creative Wood	End Table	1	\$355.25	\$355.25
T-6	Howe	Storm Folding Table-24/90	3	\$549.00	\$1,647.00
T-7	Howe	Storm Folding Table-24/60	3	\$516.60	\$1,549.80
T-9	Howe	Storm Folding talbe 36/72	1	\$587.25	\$587.25
T-8	West Coast Industries	Dunhill table 30/72	1	\$452.70	\$452.70
C-12	Hon	Invitation Guest Chair with COM Arc Com fabric	6	\$231.17	\$1,387.02
C-16	Hon	Resolution Task Chair	7	\$339.48	\$2,376.36
C-14	Cabot Wren	Acropolis Side Arm Chair	10	\$904.00	\$9,040.00
LT-2	Peter Pepper	600 Series Literature Rack	1	\$469.00	\$469.00
LC-12	Nevers	Lecturn-Special as specified	1	\$3,354.75	\$3,354.75
OC-1	KI	Wireworks overhead storage	2	\$353.47	\$706.94
BN-1	Schoollockers.com	Locker room bench with maple top12:48	1	\$186.95	\$186.95
BN-2	Schoollockers.com	Locker room bench with maple top12:24	2	\$171.38	\$342.76

6i  
20

Tag	Mfg	Part Description	Tag	Qty	Sell Price	Ext Sell Price
		<u>Fire Department Specifications</u>				
T-10	Tropitone	Patterened Aluminum Table 36" square		1	\$388.32	\$388.32
C-15	Tropitone	Dining Chair South Beach		4	\$156.00	\$624.00
UM-2	Tropitone	Portofino Umbrella and base		1	\$523.42	\$523.42
PL-1	Planter Technologies	Sea Crest Series Planters		2	\$840.50	\$1,681.00
C-2	KI	Peretti Sled Base Flex arm chair non stacking		16	\$354.90	\$5,678.40
C-3	KI	Peretti Sled Base Stack Chair		16	\$286.05	\$4,576.80
CT-1	KI	Transport Dolly		2	\$167.85	\$336.70
C-4	KI	Cinturon Task Chair		3	\$873.00	\$2,619.00
C-5	KI	Impress Ultra Task Chair High Back		4	\$373.95	\$1,495.80
C-6	KI	Peretti Sled Base Flex Arm Chair non stacking		15	\$363.15	\$5,447.25
ST-1	KI	Rapture Cafe Stool upholstered no arms		3	\$318.15	\$954.45
D-5	Creative Wood	Finn Reception Station-Option #1		1	\$6,852.00	\$6,852.00
T-1	Creative Wood	End Table		2	\$355.25	\$710.50
C-8	Creative Wood	Arc Guest Chair with COM Arc Com fabric		10	\$397.05	\$3,970.50
T-2	Howe	Storm Folding Table-24/60		8	\$530.10	\$4,240.80
T-3	West Coast Industries	Dayroom Dining Table 48/120 with lazy susan included		1	\$2,232.90	\$2,232.90
T-2	West Coast Industries	Dunhill Round stationary Table 36"		2	\$591.75	\$1,183.50
C-1	HON	Invitation Guest Arm Chair with COMArc Com fabric		5	\$240.66	\$1,203.30
LT-1	Peter Pepper	600 Series Literature Rack		1	\$469.00	\$469.00
LC-1	Nevers	Lectum-Special as specified		1	\$3,354.75	\$3,354.75
C-7	Laz Boy	Larson Recliner 010528		5	\$849.95	\$4,249.75
D-6	National Furniture	Waveworks 30/60 Desk		1	\$958.68	\$958.68
BK-1	National Furniture	Waveworks ,32WX53H,Bookcase		2	\$468.72	\$937.44
T-4	Arcadia	Maxim Square Arc 208 W Series		3	\$408.98	\$1,226.94
CR-1	Arcadia	Escala Special Credenza		1	\$1,209.82	\$1,209.82
D-7	Natural Formations	Single Pedestal Desk		5	\$238.00	\$1,190.00
NS-1R/NSL	Natural Formations	Nightstand Cabinet		15	\$146.00	\$2,190.00
HD-1	Natural Formations	Twin Extra Long Headboard		15	\$115.00	\$1,725.00
MT-1	Mancini's Sleepworld	Metal Frame Xtra long-(price includec in mattress below)		15	included	included
MS-1	Mancini's Sleepworld	Simmons Beautyrest Mattress & Box Spring and Mattress Protector		15	\$699.00	\$10,485.00
T-4	Tropitone	Patterened Aluminum Table		2	\$388.32	\$776.64
C-9	Tropitone	Dining Chair South Beach		8	\$156.00	\$1,248.00
UM-1	Tropitone	Portofino 11 Umbrella and base		2	\$523.42	\$1,046.84
PL-1	Planter Technologies	Sea Crest Series Planters		4	\$840.50	\$3,362.00
EG-1	Egan Visual	202 Track Marker Boards		12	\$263.25	\$3,159.00

76

Tag	Mfg	Part Description	Qty	Sell Price	Ext Sell Price
<b>Fire Department Specifications: (continued)</b>					
WL-1	Natural Formations	36" wide Wardrobe Locker	15	\$466.00	\$6,990.00
WL-2	Natural Formations	24" wide Wardrobe Locker	6	\$398.00	\$2,388.00
CR-2	National Furniture	Special Waveworks Buffet Credenza	1	\$2,201.42	\$2,201.42
CR-3	National Furniture	Special Waveworks Buffet Credenza	1	\$2,112.85	\$2,112.85
<b>Totals</b>					
			Sub Total		168,436.77
			Tax @ 9%		15,159.31
			D&I		13,250.00
			Project Management		7,000.00
			Bond Costs		6,100.00
			Total		209,946.08

61  
72

# MEMO



To:  City of Sausalito                      Date: November 25, 2009  
 Swinerton                                      Project: Sausalito Public Safety Facilities

From: Z. John Zheng, AIA, LEED AP

Subject **Furniture Bid Discrepancy Resolution**

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## Summary:

The design team has conducted a technical review for the furniture bids. We found the apparent low bidder, The Corner Office, is generally responsive to the bid requirements with a few minor exceptions. Upon the City's direction, the apparent low bidder was contacted. The Corner Office subsequently submitted a memo in response and clarified the minor discrepancies identified in their bid.

## Bid Technical Analysis:

The bid from the apparent low bidder, The Corner Office, is found in general conformance with the bid requirements with some minor exceptions as follows:

1. There is no statement regarding the discount for prompt payment required in the Bid Form item 6.f.  
Corner Office Response: The Corner Office does not offer a prompt payment discount for this project.
2. The quantity of Fire Station chair C-5 was incorrect in the schedule of cost breakdown, which missed one chair C-5 (KI) that is worth \$373.95.  
Corner Office Response: The Corner Office will provide the additional chair for \$373.95 plus tax.
3. The Fire Station metal bed frame was substituted without an approval.  
Architect's Opinion: The substituted metal bed frame product is acceptable.
4. The Egan situation boards for the Fire Station EOC Room appear missing the cost for pre-printed forms.  
Corner Office Response: The Corner Office will provide the pre-printed forms for \$82.50 each plus tax. Graphics to be provided electronically by others.

The dollar value of the total discrepancies in the Corner Office's bid is  $\$373.95 \times 1.09 + \$82.5 \times 1.09 \times 5 = \$857.23$ . The original bid from the Corner Office is \$209,946.08. With added dollar value of the discrepancies, the Corner Office's bid is still lower than the second low bidder, Resource and Design at \$225,871.97

## Recommendation:

The design team recommends award of the contract to The Corner Office.

## Attachment:

The Corner Office memo dated 11/24/2009.

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73



**San Francisco Sales Office**  
1045 Sansome St., Suite 100  
San Francisco, CA 94111  
**Telephone: 415-362-5595**  
**Fax: 415-362-5599**

**Remit To:**  
125 Mitchell Blvd  
San Rafael, CA 94903  
**Telephone: 415-472-5531**  
**Fax: 415-472-5548**

## MEMO

To: City of Sausalito Date: November 24, 2009

Swinerton Project: Sausalito Public Safety Facilities

From: Randy Hershkowitz,

Subject: **Response to Memo issued by Glass Architects 11/24/2009**

1. There is no statement regarding the discount for prompt payment required in the Bid Form item 6.f.

**Response: The Corner Office does not offer a prompt payment discount for this project.**

2. The quantity of Fire Station chair C-5 was incorrect in the schedule of cost breakdown, which missed one chair C-5 (KI) that is worth \$373.95.

**Response: The Corner Office will provide the additional chair for \$373.95 plus tax.**

3. The Fire Station metal bed frame was substituted without an approval.

**Response: The Corner Office can provide additional information if required.**

4. The Egan situation boards for the Fire Station EOC Room appear missing the cost for pre-printed forms.

**Response: The Corner Office will provide the pre-printed forms for \$82.50 each plus tax. Graphics to be provided electronically by others.**

6i  
74