

June 11, 2024

Honorable Mayor and City Council
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt a Resolution authorizing the City Manager, or designee, to execute all documents necessary to amend Contract No. 36361 with Quality Office Furnishings, Inc., of Yorba Linda, CA, for as-needed furniture with related accessories and services, to increase the contract amount by \$200,000, for a revised contract amount not to exceed \$321,365 for the period ending April 30, 2025, and increase the annual contract in an amount not exceed \$100,000 annually, for the remainder of the contract. (District 5)

DISCUSSION

City Council approval is requested to amend Contract No. 36361 with Quality Office Furnishings, Inc. (Quality Office), to continue the purchase, delivery, and installation of furniture with related accessories and services.

On August 23, 2022, the City Council awarded a contract to Quality Office as part of its adoption of Resolution RES-22-0150 for the purchase, delivery, and installation of various office furniture components, including chairs, desks, and modular components for the Long Beach Airport (Airport) for a contract amount not to exceed \$121,365, inclusive of a 15 percent contingency. In December 2022, various Airport divisions were temporarily relocated from the historic terminal to office space located at 4401 East Donald Douglas Drive to accommodate the renovation of the historic terminal. Contract No. 36361 was utilized to furnish the additional leased space.

On April 9, 2024, the City exercised its option to renew Contract No. 36361 in accordance with the terms of Contracts Nos. R191804 and 2019.001896, which have been extended to April 30, 2025, and May 30, 2027, respectively. The Airport now seeks to amend Contract No. 36361 to increase contract authority in order to commence procurement of furniture and fixtures for personnel returning to the historic terminal, and for replacement of existing furniture/fixtures that are beyond repair or useful life.

This matter was reviewed by Principal Deputy City Attorney Richard F. Anthony on May 21, 2024, Administrative Analyst Tommy Ryan on May 17, 2024, and by Budget Analysis Officer Greg Sorensen on May 23, 2024.

TIMING CONSIDERATIONS

City Council action to amend Contract No. 36361 is requested on June 11, 2024, to ensure timely delivery of furniture for personnel relocation.

FISCAL IMPACT

The requested action increases the contract authority with Quality Office Furnishings, Inc., by \$200,000. The total amount of the contract will not exceed \$321,365 for the period ending April 30, 2025. Sufficient appropriation exists in the Airport Fund Group in the Airport Department for this contract. Appropriation for subsequent years will be requested during the annual budget process. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



Cynthia Guidry
Director
Long Beach Airport

APPROVED:



THOMAS B. MODICA
CITY MANAGER