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**Title:** CONSIDER APPROVING THE PURCHASE OF REPLACEMENT CHAIRS AND CHAIR CARTS FOR THE CONGRESSWOMAN JUANITA MILLENDER-MCDONALD COMMUNITY CENTER (CITY COUNCIL)

**Sponsors:**

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**Attachments:** 1. Mity Lite Inc. Quote No. 64194, 2. Purchasing Manager Email 6-03-19

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, June 18, 2019

Consent

**SUBJECT:**

**CONSIDER APPROVING THE PURCHASE OF REPLACEMENT CHAIRS AND CHAIR CARTS FOR THE CONGRESSWOMAN JUANITA MILLENDER-MCDONALD COMMUNITY CENTER (CITY COUNCIL)**

**I. SUMMARY**

The Congresswoman Juanita Millender-McDonald Community Center is used seven days-a-week by the City, outside agencies and the public for various functions. To facilitate these events and programs, equipment such as tables, chairs, and microphones are available for rent. Due to their extensive use, these items require periodic replacement. Tonight, the City Council is asked to approve the purchase of new chairs and chair carts through the vendor, MityLite, at a cost of \$46,125.00.

**II. RECOMMENDATION**

1. APPROVE the purchase of replacement chairs and chair carts for a total cost of \$46,125.00.
2. AUTHORIZE the Purchasing Manager to utilize cooperative purchasing, pursuant to Carson Municipal Code Section 2611 (g), and issue a purchase order in the amount of

\$46,125.00 towards replacement chairs and chair carts.

### **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

### **IV. BACKGROUND**

The Congresswoman Juanita Millender-McDonald Community Center offers 40,000 square feet of versatile meeting space, and averages between 400-550 internal and external events per month. As such, the wear and tear on chairs is at an accelerated pace, which now necessitates the purchase of replacements. Staff has obtained a quote from MityLite, Inc. for 900 chairs and 2 chair carts in the amount of \$46,125.00.

The proposal is based on CMAS pricing, which was established by the State of California in accordance with Public Contract Code Sections 10290 et seq. and 12101.5 (effective January 1994). This policy created multiple award agreements wherein an award is granted to two or more contractors for the same products and/or services at the same or similar prices. Multiple award agreements do not pertain to the number of buyers who would be ordering from the agreement; rather, the number of contractors receiving an award from a common bid process.

CMAS agreements are not established through a competitive bid process conducted by the State of California. Because of this, all pricing, products and/or services offered must have been previously bid and awarded on a Federal GSA schedule. The supplier completes a CMAS Application offering products and/or services at prices based on an existing Federal GSA multiple award schedule. This schedule is referred to as the “base” contract. Upon review and acceptance of the application, the CMAS Unit awards a CMAS agreement which includes the State of California contract terms and conditions, procurement codes, policies, and guidelines. For clarity, the CMAS Program does not “use” the GSA Authorized Federal Supply Service Schedule. Instead, a totally independent California agreement for the same products and services at equal or lower prices is established.

Per CMC 2605(b), the City Attorney has advised staff that when a written contract is required for purchase of supplies, and the amount is over \$25,000, then: “For purchases of any personal property, including materials, supplies and equipment... If the estimated value of an individual purchase is \$25,000 or greater over a fiscal year, then a separate written contract, in a form approved by the City Attorney, shall be required in addition to the purchase order requirement under subsection (a) of this Section. However, the Purchasing Manager has the sole discretion to waive this requirement...” (CMC 2605(b) (1) (ii)). The Purchasing Manager has waived this requirement for the purchase chairs and chair carts.

### **V. FISCAL IMPACT**

Should the City Council approve the recommendation, funds for this item are budgeted in the FY 2018-19 Adopted Budget in Account No. 101-90-930-101-7002.

### **VI. EXHIBITS**

1. MityLite Proposal. (pg. 3)
2. Purchasing Manager Authorization to Waive Contract Requirement. (pg. 4)

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