



WEST BASIN MUNICIPAL WATER DISTRICT
 17140 S. Avalon Blvd., Suite 210
 Carson, CA 90746

AGENDA NO. 20

JANUARY 11, 2010 – Administration
 Kwan (Chair), Smith
JANUARY 25, 2010 – Board Meeting
 Prepared by: Margaret Moggia
 Submitted by: Margaret Moggia
 Approved by: Rich Nagel

ACTION CALENDAR

BOARDROOM AND CONFERENCE ROOM FURNITURE

SUMMARY:

At the request of the Building Ad Hoc committee, staff was given direction to update the boardroom and conference room furniture. West Basin Municipal Water District’s (West Basin) procurement policy allows for the use of cooperative purchase agreements and U.S Communities, one such cooperative purchase agreement, is a nationwide purchasing cooperative designed to be a procurement resource for local and state government agencies, school districts (K-12), higher education and nonprofits. As a registered participant of the program, an agency can access a broad line of competitively solicited contracts that provide quality products, services and solutions.

Working with RRM Design, West Basin’s consultant, they contacted an executive level furniture provider to provide options for furniture that meets the needs of West Basin. The selected provider, PPG, is an authorized dealer of Haworth Furniture through U.S. Communities. PPG provided a tour at its nearby showroom to show its array of tables and chairs from which West Basin could choose. Based on our requirements for five (5) boardroom tables, one (1) podium, five (5) Board of Director chairs, 26 conference room chairs, 48 boardroom guest chairs, 19 training tables, and desk furniture and associated chairs for the Director’s lounge, PPG submitted a quote totaling \$67,534.

Product	\$58,814
Delivery and Installation	<u>2,270</u>
Subtotal	61,534
Applicable Tax (currently at 9.75%)	<u>5,999</u>
Total	\$67,534

Since the amount is over the General Manager’s authority, staff is seeking Board approval to purchase the furniture consistent with West Basin’s Procurement Policy for competitively bid contracts through the cooperative purchase agreements and U.S. Communities.

STRATEGIC BUSINESS PLAN IMPLEMENTATION:

Goal 4: Sound Financial and Resources Management – West Basin is committed to efficient business operations, financial planning, and asset management.

FISCAL IMPACTS:

Funds for the boardroom and conference room furniture is included in the Fiscal Year 2009-10 Capital Budget.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed by the Administration Committee on January 11, 2010 and was forwarded to the January 25, 2010 Board meeting for consideration.

RECOMMENDED MOTION:

That the Board authorizes the General Manager to purchase the Board and Conference room furniture with PPG in the amount of \$67,534.

LIST OF EXHIBITS:

None.

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