

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: March 14, 2024

PREPARED BY: Gary Shaffer, Director of Library Services

REQUEST: AUTHORIZE CITY MANAGER TO AWARD LIBRARY FURNITURE, FIXTURES, FINISHES, AND EQUIPMENT CONTRACTS TO MULTIPLE VENDORS TO OUTFIT THE NEW LIBRARY LOCATED AT 73-300 FRED WARING DRIVE IN AN AMOUNT NOT TO EXCEED \$650,000

RECOMMENDATION:

1. Pursuant to PDMC Section 3.30.160(l), authorize the City Manager to review and reject bids, waive any minor irregularities, and award contracts to qualified furniture, fixture, and equipment (FF&E) vendors for the library located at 73-300 Fred Waring Drive in an aggregate amount not to exceed \$650,000, pursuant to the terms of the agreement(s).
2. Authorize the Director of Finance to reallocate funds, if necessary, from the Library Services Fund (252) to the Library Capital Projects Account No. 4524136-4400100.
3. Authorize the City Manager to execute any agreements, amendments and all other documents necessary to effectuate this action.
4. Authorize the City Attorney to make any necessary non-monetary changes to the agreement.

BACKGROUND/ANALYSIS:

The City is taking over local library services from the County of Riverside beginning July 1, 2024. At its regular meeting on June 8, 2023, the City Council voted to form a Library Task Force to provide community input into the process. On October 12, 2023, the City Council adopted Resolution No. 2023-047 approving the City's withdrawal from the Riverside County Library System and assumption of the provision of library services and indicating the City's intent to establish an independent municipal library. At its February 15, 2024, meeting the City Council approved its library ordinance, its withdrawal from Riverside County Library System, and at its lease agreement with the College of the Desert to lease a library facility from the college, while it makes plans to design and build a new library.

City staff has been working diligently with the City's library design consultant on recommendations for service delivery in the facility, painting, some new flooring, and a furniture package. While this package will include new pieces, which may be moved to the new library once constructed, it will also make use of existing furniture, with some of that existing furniture being reupholstered. To execute the design plan in a timely manner, the City will contract with a variety of fixture, and equipment (FF&E) vendors at a total cost of approximately \$650,000. The majority of the necessary purchases will be made at amounts well within the City Manager's signing authority. With respect to furniture, staff initiated three RFP processes, as follows:

- 1) Reupholstery of Existing Furniture - Staff anticipates that the final amount will not exceed \$100,000;

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Authorize City Manager to Award Library Furniture Contracts

- 2) Custom-built furniture contract (four display tables and two matching counter height tables with front panels (freestanding bars) - Staff anticipates that the final cost for this contract will not exceed \$35,000; and
- 3) Furniture purchase contract - Staff expects to award one contract for \$401,000 with a \$20,050 (5%) contingency.

Given the timing considerations to complete this process ahead of July 1, staff requests City Council authorize the City Manager to finalize and award all library FF&E contracts. Staff will issue RFPs to qualified vendors and/or existing approved City vendors for all furniture, replacement of floor coverings, painting, window film, and equipment. Procurement of library-specific equipment will follow the City's existing purchasing policies and procedures.

The recommended amounts for each portion of the FF&E budget is as follows:

Estimated FF&E Budget	\$650,000
Furniture	\$401,000
Fixtures & Finishes	\$150,000
Equipment	\$ 66,500
Balance Available	\$ 32,500

An update of all final contract amounts will be provided upon completion.

Legal Review:

This report has been reviewed by the City Attorney's office.

FINANCIAL IMPACT:

The Library Capital Projects Account No 4524136-4400100 currently has \$692,000 budgeted to cover these costs. In the interest of time, if costs exceed the available funding in the Capital Projects Account, staff will reallocate monies available from cost savings in the Library Services Account. There will be no impact to the General Fund with this action.

ATTACHEMENT

- 1. PowerPoint Presentation