

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: May 9, 2024

PREPARED BY: Gary Shaffer, Library Services Director

REQUEST: AUTHORIZE CITY MANAGER TO AWARD LIBRARY FURNITURE, FIXTURE, FINISHES, AND EQUIPMENT CONTRACTS TO MULTIPLE VENDORS TO OUTFIT THE LIBRARY LOCATED AT 73-300 FRED WARING DRIVE IN THE ADDITIONAL AMOUNT OF \$42,000

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## **RECOMMENDATION:**

1. Authorize increase of \$42,000 to previously approved City Manager Not to Exceed threshold of \$650,000 for furniture, fixture, and equipment (FF&E) vendors for the library located at 73-300 Fred Waring Drive, for a total of \$692,000.
2. Authorize the City Manager to execute any agreements, amendments, and all other documents necessary to effectuate this action.
3. 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. Over the past year staff has worked diligently to take all steps necessary for withdrawal from Riverside County Library System. Concurrently, staff has worked with the College of the Desert to maintain an on-going short-term lease for the current library facility from the college, while plans to design and build a new library are developed.

City staff has worked with the City's library design consultant on recommendations to update the leased facilities to include painting, some new flooring, and furniture package equipment (FF&E) vendors. On March 14, 2024, the City Council took action to authorize the City Manager to enter into contractual agreements equaling \$650,000. Bids are coming in higher than expected and additional funding in the amount of \$42,000 is requested for related costs. The higher bids include, security cameras, the lap-top kiosk, and laptops.

Given the timing considerations to complete this process ahead of July 1, staff requests the City Council authorize the City Manager to finalize and award related purchase contracts. Procurement of library-specific equipment will follow the City's existing purchasing policies and procedures.

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:**

City of Palm Desert Authorize City Manage to Award Library Equipment Contracts

Funds in the amount \$692,000 are currently budgeted in the Library's Building Capital Project Budget Account No. 4524136-4400100.

Fund 452 Reno	Under Contract	Amount	Total
<b>Original Budget</b>			\$692,000.00
	<b>3.14.24 Approval for CM</b>		
	Little Free Library	\$3,369.52	
	Java Connections (Laptop Kiosk)	56,265.97	
	Quality Office Furnishings	311,052.12	
	G/M Business Interiors	46,837.90	
	Quality Office Furnishings	37,947.40	
	CDW Laptops	30,285.29	
	Vector (Security Cameras)	50,689.88	
<b>Remaining for Other Items</b>			
	Painting, Flooring, etc. (approx..)	\$155,551.92	
	<b>Balance Available for Project</b>		<b>\$42,000.00</b>
<b>This Request</b>			<b>\$42,000.00</b>
	<b>New Total Budget</b>	<b>\$197,551.92</b>	<b>\$692,000.00</b>