



CITY COUNCIL AGENDA REPORT



DEPARTMENT: Information Systems

MEETING DATE: May 27, 2003

PREPARED BY: Mitch Cochran,
Information Systems Manager

AGENDA LOCATION: *I-3

TITLE: Purchase of Modular Workstations for the Information Systems Division from Tangram Interiors in the amount of \$18,888.32

OBJECTIVE: To purchase modular ergonomically correct workstations and partitions for installation in the remodeled Information Systems area of City Hall

BACKGROUND: The Information Systems (IS) Division has moved into a newly remodeled office as part of the City Hall downstairs remodel. The area allows for consolidation of the staff from both upstairs and downstairs offices into one area. The area also allows for a "workshop" to repair or develop systems and has space for a future Geographical Information Systems (GIS) or systems staff position. The existing furniture is a mix of standard issue steel desks, wood furniture and some modular components. Most of the existing furniture does not meet ergonomic guidelines.

Part of the new area will be used to temporarily house the City's servers during the remodel of the Administrative Services and Human Resources area upstairs.

ANALYSIS: The modular workstations follow the same format currently utilized in the City's Community Development and Finance Departments. The furniture will be identical to that previously approved for Public Works. The design specifications in the modular workstations identify the strategic location requirements for all electrical, data and phone outlets as well as the overhead storage and lighting. The purchase will provide furniture for 3 staff positions and the IS Manager's office.

Without the new furniture, the IS Department would have to use the existing furniture, which is not designed to accommodate current computer technology. This will require the use of extension cords to provide electrical, data and telephone services for each of the desks. Additionally, continued use of non-ergonomically designed furniture has been documented to lead to possible physical ailments.

Tangram Interiors has competitively bid its product through the US Communities Purchasing Program. This federal program allows all of the cities in the United States to take advantage of the contract. It also allows for the deepest discount available. Since the contract vehicle is a federal government bid, there are no penalties for not consolidating the order with the Public Works order approved by the City Council last month.

The purchase of these workstations will be governed by a governmental contract let to Steelcase Incorporated from the U.S. Communities Government Purchasing Alliance. Fairfax County, Virginia, (Tangram Interiors) was the lead agency on the bids for the workstations and office equipment. Their contract number is RQ01-411313-16A-E.

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FISCAL IMPACT: Purchase of modular ergonomic workstations with partitions and other office equipment is \$18,888 32 The funds will come from the current budget and reserves

RECOMMENDATION: Staff recommends that the City Council approve the purchase of the new modular ergonomic workstations, partitions and office equipment from Tangram Interiors, 9200 Sorensen Avenue, Santa Fe Springs, CA 90670, in the amount 18,888 32

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to Approve the Purchase of Modular Workstations/Partitions/Office Equipment for the IS Division from Tangram Interiors (9200 Sorensen Avenue, Santa Fe Springs, CA 90670) in the amount of \$18,888 32

Mitch Cochran
Information Systems Manager