



STAFF REPORT	
SUBJECT: Authorization of Purchase of Office Furniture from National Business Furniture (NBF) Through the GSA Program	MEETING DATE: July 6, 2023
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize the City Manager to purchase office furniture from NBF in an amount not to exceed \$75,000.

BACKGROUND/DISCUSSION:

As part of the City Hall Remodel Project, the current cubicle and hanging desk system will be eliminated and removed. Cubicle desks will be replaced with ergonomic chairs and sit/stand desk systems, updated filing cabinet systems, and individual storage shelving. Not only will this improve COVID-19 mitigation efforts but will help improve employee health by providing ergonomically beneficial office furniture.

The City is eligible to purchase the furniture through the GSA Program at a significant discount. As of this report, the final total is being calculated by NBF therefore staff is asking your Council to authorize the purchase in a not to exceed amount of \$75,000. As stated in the prior staff report for the approval of the City Hall Remodel Project, the City of Clearlake will be using American Rescue Plan Act of 2021 (“ARPA”) funding for this project.

OPTIONS:

1. Move to authorize the City Manager to purchase office furniture from NBF in an amount not to exceed \$75,000
2. Other direction

FISCAL IMPACT:

None \$75,000 Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other: ARPA Funds

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to authorize the City Manager to purchase office furniture from NBF in an amount not to exceed \$75,000.

Attachments: