



STAFF REPORT
1/25/2023

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Authorize award of a Professional Services Agreement to GM Business Interiors for providing cubicle stations at the Coachella Corporate Yard in the amount \$56,436.61 and appropriation of funding from undesignated reserves; allowing for non-substantive changes by the City Attorney.

STAFF RECOMMENDATION:

Authorize award of a Professional Services Agreement to GM Business Interiors for providing cubicle stations at the Coachella Corporate Yard in the amount \$56,436.61; allowing for non-substantive changes by the City Attorney.

EXECUTIVE SUMMARY:

As per the City's purchasing ordinance all purchases in excess of \$25,000 require City Council approval and completion of a formal bid process. In November 2022, GM Business Interiors was awarded a formally bid contract by the County of Orange (contract RCA-017-22010154) for supplying and installing free-standing furnishings. Staff requests authorization to piggy-back on the formal bid process completed by the County of Orange and award a professional services agreement for purchase of office furnishings to GM Business Interiors, in an amount not to exceed \$56,436.61. The agreement will provide for procuring and installation services for eight cubicle work stations at the Coachella Corporate Yard facility.

FISCAL IMPACT:

The recommended action will require appropriation of the award amount, \$56,436.31 from undesignated general reserves.

Attachment:

Professional Services Agreement