



City Council Agenda Report

Meeting Date: April 8, 2025

Prepared By: Manny Hernandez

Approved By: Gabriel Engeland

Subject: Adopt a Resolution for the Furniture Purchase for the New City Hall Administrative Offices

COUNCIL PRIORITY AREA

- ☐ Public Safety
- ☐ Business Communities
- ☐ Circulation Safety and Efficiency
- ☐ Environmental Sustainability
- ☐ Housing
- ☒ General Government

RECOMMENDATION

Adopt a resolution approving the furniture purchase for the City Hall Expansion Project into the Former Youth Center building in the amount not to exceed \$198,587. The process for this purchase was done through the City's existing Cooperative Purchasing Partnership with Omnia Partners.

FISCAL IMPACT

The total amount for this purchase is \$198,587 that includes purchase, installation, assembly and design services for the interior furniture for the City Hall Expansion into the Former Youth Center Building.

Funds for this purchase will come from the approved contingency amount for the City Hall Expansion project.

ENVIRONMENTAL REVIEW

The purchase of office furniture is exempt from review under the California Environmental Quality Act.

PREVIOUS COUNCIL CONSIDERATION

None.

BACKGROUND

As part of the City Hall expansion project into the former Youth Center building, purchase and installation of new interior furniture such as desks and cubicle walls were included in the plan. Funding for this purchase was planned to come from the contingency amount that was approved by City Council at the March 26, 2024 meeting.

ANALYSIS

With the City of Los Altos being a part of the Omnia Partners Cooperative Purchasing Partnership, City staff selected Pivot Interiors, Inc. to design, furnish, and install the interior furniture for this project. The City of Los Altos Purchasing Policy identifies Cooperative Purchasing Agreements as an advantageous way to procure supplies, equipment, and materials. It gives the City access to competitive bids sourced from nationwide contracts.

DISCUSSION

Staff is requesting that City Council adopt a resolution to approve the furniture purchase for the City Hall expansion project at the former Youth Center building in the amount not to exceed \$198,587 as part of the financial policy for purchases exceeding \$100,000. The process for this purchase was done through the Cooperative Purchasing Agreement process with the vendor, Pivot Interiors, Inc.

ATTACHMENTS**1. Resolution**