

South Bay Cities Council of Governments

November 4, 2019

TO: SBCCOG Steering Committee

FROM: Kim Fuentes, Deputy Executive Director
David Leger, SBCCOG Staff

SUBJECT: Approval of Purchase for Furniture for New Office

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

BACKGROUND

In preparation for the office move, SBCCOG staff has been reviewing office furniture needs, pricing, and resources. Most of the furniture that is currently being used in the office is “on loan” from Maritz. Maritz has offered to give to the SBCCOG several items eliminating the costs to buy new. Furniture that is owned by the SBCCOG as well as any items obtained through Maritz will have to be moved twice to be either used in our temporary location or stored until we are in our permanent location.

Furniture is being assessed for the new office which will accommodate staffing levels, work type, meeting room requirements, storage, ergonomics, general operations, and volunteer space. A list has been developed that identifies existing SBCCOG owned furniture and Maritz requested items (Exhibit A). Exhibit B provides details on the options for furniture purchase as well lists quantity of items. Staff is anticipating a cost saving of \$16,500 due to using future that is owned by the SBCCOG as well as obtaining Maritz’s. General highlights for the new office furniture configurations are:

- Small meeting room: use existing SBCCOG owned folding tables and blue upholstery metal chairs
- Large conference room (Boardroom): purchase nesting movable tables, larger padded upholstery chairs for Board members, and additional blue upholstery metal chairs for audience (same chairs are available at Office Depot at a reasonable cost)
- Reception Area: use Maritz small sofa and small table, SBCCOG owned literature racks, and purchase a reception cubicle
- Storage & Kitchen: use existing SBCCOG owned refrigerator and blue upholstery metal chairs and Maritz table, filing cabinets, bookcases, and storage racks/cabinets
- Offices & Workspaces: use existing SBCCOG small desks in larger spaces for drop-in, Maritz guest & office chairs, guest tables, and bookcases, and purchase L-desks

As noted above, SBCCOG staff is recommending purchasing office desks and large conference room furniture for an estimated amount of \$25,000 which includes possible delivery fees and taxes. Staff is proposing the purchase in the midrange categories on Exhibit B. For the offices, L-desks are the best option for staff due to the nature of our work which requires a large workspace that can also accommodate computers and screens. The existing Maritz-owned desks are “executive” style that do not work well compared to the L-desk model. For the large conference space, SBCCOG staff is

recommending purchasing fold-top nesting tables along with chairs for the Board members and audience seating. The nesting tables will allow for maximum storage and flexibility as they can be easily relocated and stored when not in use. The Board chairs will accommodate all member agency elected officials in attendance and the audience seating will be stacking chairs for easy storage.

The furniture expense recommendation is within the budget for the office move and within the furniture budget of \$25,000.

EXHIBIT A

Quantity	Item	Est. Value/ total
	Maritz	
2	Bookcase (wood)	\$300
2	Bookcase (metal)	\$400
1	File cabinet (four-drawer narrow)	\$200
2	File cabinet (four-drawer wide)	\$1,000
1	Sofa	\$300
1	Kitchen table	\$250
2	Office guest table	\$400
9	Office guest chair	\$1,350
1	Supply closet	\$600
4	Storage racks/shelving	\$700
Sub-total:		\$5,500
Quantity	Item	Est. Value/ total
	SBCCOG	
1	Refrigerator	\$500
2	Office guest chair	\$300
15	Meeting room chairs (blue upholstered)	\$930
8	Folding tables (wood top)	\$1,440
14	Folding tables (plastic)	\$1,260
3	Workstations (glass)	\$600
4	Workstations (wood)	\$600
2	L-Shape Desk	\$1,000
5	Folding chairs	\$200
5	Bookcase (metal)	\$1,000
2	Bookcase (wood)	\$300
2	Bookcarts	\$700
2	Magazine rack	\$600
1	File cabinet (two-drawer narrow)	\$150
1	File cabinet (two-drawer wide)	\$250
2	File cabinet (two-draw small)	\$300
2	File cabinet (four-drawer wide)	\$1,000
Sub-total:		\$11,130
Total estimated value of furniture to be kept:		\$16,630

Exhibit B

Item	Quantity	Office Depot			Staples			Wayfair		
		Low	Mid	High	Low	Mid	High	Low	Mid	High
L-Shape Desk	10	\$180	\$419	\$745	\$220	\$390	\$890	\$300	\$650	\$1,168
	Total:	\$1,800	\$4,190	\$7,450	\$2,200	\$3,900	\$8,900	\$3,000	\$6,500	\$11,680
Board Member chairs	25	\$100	\$170	\$342	\$110	\$170	\$1,200	\$113	\$500	\$930
	Total:	\$2,500	\$4,250	\$8,550	\$2,750	\$4,250	\$30,000	\$2,825	\$12,500	\$23,250
Board/Conference Room tables	15	\$295	\$332	\$380	\$339	\$370	\$540	\$236	\$335	\$400
	Total:	\$4,425	\$4,980	\$5,700	\$5,085	\$5,550	\$8,100	\$3,540	\$5,025	\$6,000
Conference Room chairs	35	\$38	\$62	\$90	\$44	\$90	\$161	\$53	\$80	\$120
	Total:	\$1,330	\$2,170	\$3,150	\$1,540	\$3,150	\$5,635	\$1,855	\$2,800	\$4,200
Office Cubicles Reception	1	\$1,380	\$2,150	\$2,590	\$1,035	\$1,849	\$2,356	\$1,590	\$1,870	\$3,400
	Total:	\$1,380	\$2,150	\$2,590	\$1,035	\$1,849	\$2,356	\$1,590	\$1,870	\$3,400
		\$10,935	\$15,700	\$25,730	\$12,060	\$17,849	\$48,991	\$12,245	\$26,195	\$43,880

Note: Prices don't include tax, shipping, or delivery charges; nor potential sales of bulk purchase discounts.

As of 11/4/2019



Audience Chair



Staff Desk



Board Member Chair



Board Room Table



Reception Desk

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