



City of Rialto

Legislation Text

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For City Council Meeting [February 25, 2020]

TO: Honorable Mayor and City Council

APPROVAL: Rod Foster, City Manager

FROM: Mark P. Kling, Chief of Police

Request City Council to Approve the Purchase of Workstations for the Rialto Police Department's Investigations Unit from Nexus Office Environment, Inc. in the Amount of \$15,963.71.

BACKGROUND

Detectives assigned to the Rialto Police Department's Investigations Unit are in need of extra storage space, new office chairs, and a work area where privacy is needed due to the nature of their assignment. The current workstations cannot accommodate any of these needs.

ANALYSIS/DISCUSSION

The workstations and office chairs in the investigation's unit are in need of replacement. Extra storage space is required due to the volume of work each detective experiences while in their assignment, many of the office chairs are broken, and privacy by way of partitions is occasionally needed for sensitive investigations and phone calls. The current office furniture cannot accommodate any of these needs. In an effort to replace and increase the functionality of the detective's workspaces and improve the overall professional image of the investigation's unit, staff recommends City Council approve the purchase of the new workstations and chairs.

On November 26, 2019 the bid process was closed. A total of three hundred forty-nine (349) requests for proposals (RFP's) were sent out for this project with eight (8) being received by the due date.

Pursuant to Section 2.48.110, subsections B, C, D and E of the Rialto Municipal Code, Staff recommends approval of the bid through Nexus Office Environment, Inc. who offered the lowest price for the workstations and chairs.

Prices are shown in the table below and the bid abstract is attached.

VENDOR	LOCATION	BID AMOUNT
Nexus Office Environment, Inc.	Glendora, CA	\$15,963.71
Swedlows Distributors	Montclair, CA	\$16,937.41
Nexus Office Environment, Inc.	Glendora, CA	\$18,211.98
Penn Corp Relocation Services	Anaheim, CA	\$21,371.39
Office Solutions	Yorba Linda, CA	\$22,061.80
Consolidated Office Systems	Anaheim, CA	\$23,346.19

Totalplan Business Interiors	Riverside, CA	\$25,795.83
G&M Business Interiors	Riverside, CA	\$27,718.30

ENVIRONMENTAL IMPACT

The proposed action does not meet the definition of a project as defined by Section 15378 California Environmental Act (CEQA). A "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and excludes the following:

1. Continuing administrative or maintenance activities, such as purchases for supplies, personnel -related actions, general policy and procedure making
2. Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment

GENERAL PLAN CONSISTENCY

The City of Rialto has outlined key goals and objects relating to public safety. The purchase of this equipment is consistent with meeting these objectives.

Goal 5-8: Provide effective and comprehensive policing services that meet the safety needs of Rialto.

LEGAL REVIEW

The City Attorney has reviewed and supports this staff report.

FINANCIAL IMPACT

Operating Budget Impact

This report does not impact the Operating Budget.

Capital Improvement Budget Impact

Funding in the amount of \$15,963.71 is available in Police Department Capital Account No. 300-500-6290-3001 for the total needed funding for the office workstations and chairs from Nexus Office Environment, Inc.

Per Rialto Municipal Code Section: 2.48.145 a vendor disclosure form is attached.

Licensing

This action does not trigger a requirement for a business license.

RECOMMENDATION

Staff recommends that the City Council approve a purchase order issued to Nexus Office Environment, Inc. for workstations and chairs for the Rialto Police Department's Investigations Unit in the Amount of \$15,963.71.