



Office of the City Manager

09

CONSENT CALENDAR  
March 22, 2022

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Lisa Warhuus, Director, Health, Housing, and Community Services  
Subject: Contract: Interior Motions for HHCS Public Health Division Furniture

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or her designee to execute a contract, and any amendments or extensions, with Interior Motions for new furniture for the Public Health Division offices.

The contract will be in an amount not to exceed \$100,000 for the period January 1, 2022 through December 30, 2022.

FISCAL IMPACTS OF RECOMMENDATION

Interior Motions, a City vendor, has been selected to furnish the Public Health Division Office in preparation for a number of staff and program moves. Interior Motions has met all of the steps of the City's competitive Request for Proposal process and has submitted a revised quote with final pricing. The original and revised pricing proposal includes delivery, assemblage, and installation of all furniture.

The contract will have a total not to exceed amount of \$100,000 from Account 011-51-506-555-0000-000-451-651120.

CURRENT SITUATION AND ITS EFFECTS

The Public Health Division provides a variety of services and programs to the community, including Maternal, Child, Health, Emergency Preparedness, Tobacco Programs, Oral Health, and Nutrition Services. The Public Health Division has several organizational changes underway, including multiple staff and program relocations across three locations, resulting in a need for additional furniture and equipment. Additionally, furniture and equipment are needed to provide accommodations for social distancing and workplace ergonomics. Updated furnishings will enable our staff and community members to engage safely in socialization and health promotion activities.

The furniture contract with Interior Motions will enable the Public Health Division to provide welcoming and well-maintained facilities in order to foster dynamic and sustainable service provision to the community.

BACKGROUND

The City released a Request for Proposals (RFP) under Specification No. 22-11486-C, conducted a voluntary site walk-thru, and convened a panel of stakeholders to select Interior Motions as the most responsive and responsible bidder for this contract.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no environmental impacts identified at this time.

RATIONALE FOR RECOMMENDATION

Interior Motions is a current City vendor. Their proposal includes high quality furniture that aligns with the intended multifunctional uses for HHCS facilities.

ALTERNATIVE ACTIONS CONSIDERED

The City could not provide updated furniture to staff, and program, staffing and safety practices would be limited by the use of existing furniture.

CONTACT PERSON

Janice Chin, Public Health Division Manager, HHCS, (510) 981-5121

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: INTERIOR MOTIONS FOR HHCS FURNITURE

WHEREAS, new office furniture and equipment will serve current and future staff to operate programs and services; and

WHEREAS, new office furniture and equipment will also provide a more efficient delivery of services to community members; and

WHEREAS, Interior Motions was selected by the City's RFP process which includes bidding from vendors, draft proposals, and pricing; and

WHEREAS, funds are available in the current year budget in the 011-51-506-555-0000-000-451-651120

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is authorized to execute a contract and any amendments, with Interior Motions to deliver, assemble, and install office furniture and equipment for the Public Health Division in an amount not to exceed \$100,000 for the period January 1, 2022 thru December 30, 2022. A record signature copy of said contract and any amendments to be on file in the City Clerk Department.

