



CITY OF MENIFEE

SUBJECT: Agreement Amendment with Pacific Office Interiors to Extend the Term of Service for Lazy Creek Recreation Furniture Delivery

MEETING DATE: October 19, 2022

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, Community Services Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute Amendment No. 1 to the contractor agreement with Pacific Office Interiors to extend the term of services through October 31, 2022.

DISCUSSION

On November 17, 2021, the City Council approved an agreement with Pacific Office Interiors for the purchase and installation of the furnishings for the recently remodeled and expanded Lazy Creek Recreation Center. The procurement was established through a Request for Proposal (RFP) process by reaching out to approved vendors on the California Multiple Award Schedules (CMAS). These vendors offer a wide variety of products and services at prices that have been assessed to be fair, reasonable, and competitive. The City's municipal code, Section 3.12.070 (6) authorizes the purchase of supplies procured through a cooperative purchasing program with the federal, state, county, or other public agencies, such as the CMAS. By using CMAS vendors, the city was able to leverage the procurement efforts already completed by the state of California, and benefit from negotiated governmental pricing. After thorough review of proposals received, Pacific Office Interiors was recommended as the selected vendor and an agreement and purchase order were issued.

As of June 30, 2022, the agreement with Pacific Office Interiors has expired. Although almost all furniture was delivered, assembled, and received in good condition prior to this date, due to the current supply chain issues, a couple of items listed on the agreement are still pending and expected in early October. The amendment will extend the agreement through October 31, 2022, allowing additional time for the remaining items to arrive. Arrangements have been made with Pacific Office Interior to ensure that all pending deliveries will be completed prior to the proposed

expiration date. It is important to note that the proposed amendment is only for agreement term extension and does not include any increases in contractor compensation.

Pursuant to Menifee Municipal Code Chapter 3.12.090, any time extension exceeding 60 days from the previously approved or original agreement deadline, whichever is the latest, shall be approved by the City Council. All other terms of the agreements shall remain the same.

STRATEGIC PLAN OBJECTIVE

Safe and Attractive Community

FISCAL IMPACT

There is no additional fiscal impact from the proposed Amendment No. 1. The original compensation amount remains the same, and only the term of services is extended. Remaining costs are encumbered within fiscal year 2022/2023 under the previously issued Purchase Order 03649. No additional budget appropriation action is required.

ATTACHMENTS

1. Amendment No. 1
2. Original Agreement