



**THE PORT
OF LOS ANGELES**

Executive Director's
Report to the
Board of Harbor Commissioners

DATE: JUNE 30, 2021
FROM: ENGINEERING
SUBJECT: RESOLUTION NO. _____ - APPROVAL OF PURCHASE ORDER CHANGE #2 FOR ANNUAL CONTRACT (BID NO. F-1042), CONTRACT NO. 39884 WITH UNISOURCE SOLUTIONS FOR PURCHASE OF NEW HAWORTH, INC. MODULAR OFFICE FURNITURE SYSTEMS FOR THE HARBOR ADMINISTRATION BUILDING (4TH AND 5TH FLOORS) AND ALL ASSOCIATED MOVING SERVICES

SUMMARY:

Staff requests approval of Purchase Order Change #2 to add twelve months to contract term for Annual Contract (Bid No. F-1042), Contract No. 39884 with Unisource Solutions for the purchase and installation of new Haworth, Inc. modular office furniture systems for the 4th and 5th floors at the Harbor Administration Building (HAB).

Approval of the proposed Purchase Order Change would not change the existing contract amount of \$4,092,361.36. Payment of expenses incurred under the Purchase Order would continue to be the financial responsibility of the Harbor Department.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with the Los Angeles City Charter Section 1022, the services proposed to be contracted could be more feasibly performed by an outside contractor than by City employees;
3. Approve Purchase Order Change #2 to exercise renewal clause for 2nd year option to add twelve months to contract term for Annual Contract (Bid F-1042), Contract No. 39884 with Unisource Solutions for the purchase of new Haworth, Inc. office furniture systems to replace the 4th and 5th floor workspaces of the Harbor Administrative Building (HAB);
4. Authorize the Executive Director to execute and Board Secretary to attest to the said systems furniture Purchase Order Change #2 for and on behalf of the Board of Harbor Commissioners; and

SUBJECT: UNISOURCE SOLUTIONS CONTRACT EXTENSION

5. Adopt Resolution No. _____.

DISCUSSION:

Board approved Annual Contract (Bid F-1042), Contract No. 39884 with Unisource Solutions on May 16, 2019 to purchase new Haworth, Inc. office furniture systems to replace the 4th and 5th floor workspaces of HAB with a contract term of up to two years, including a one-year renewal option. Staff anticipated construction would be complete by contract expiration date of May 29, 2021. However, staff now anticipates work will be complete by May 29, 2022 due to project schedule delays incurred during the pandemic to relocate staff, schedule construction crews, deliver and receive materials, and schedule staff moves into new workspaces.

Purchase Order Change #2 would exercise renewal clause for 2nd year option in Contract No. 39884 with Unisource Solutions to add twelve months to contract term with a new expiration date of May 29, 2022.

Approval of Purchase Order Change #2 will enable Harbor Department (Department) to complete all new workspaces planned for 4th floor of HAB, and facilitate the relocation of staff currently working at other work sites back to HAB.

ENVIRONMENTAL ASSESSMENT:

The proposed action is the approval of Purchase Order Change #2 with Unisource Solutions which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

Approval of the proposed Purchase Order Change #2 will extend the Annual Contract by twelve months with no change to the existing contract amount of \$4,092,361.36.

To date, \$3,409,680.49 has been spent on this contract. The balance of \$682,680.87 is budgeted in Work Order No. 25179, Account No. 55010 (Parts & Materials), Center No. 1003, Program No. 000 for Fiscal Year 21/22.

The Department's financial obligations beyond FY 21/22 are contingent upon the Board of Harbor Commissioner's appropriation of funds as part of the annual budget process.

DATE: JUNE 30, 2021

PAGE 3 OF 3

SUBJECT: UNISOURCE SOLUTIONS CONTRACT EXTENSION

Estimated spending under this contract is as follows:

Fiscal Year (FY)	Amount
Previous Years	\$ 2,658,350.13
FY 20/21	\$ 751,330.36
FY 21/22	\$ 682,680.87
Total	\$ 4,092,361.36

Labor costs associated with post-installation maintenance will be limited to staff time incurred by the Engineering and Construction & Maintenance Divisions. Award of any contracts associated with replacement of furniture, fixtures and equipment post-installation would require Board approval under separate future actions.

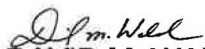
CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the Purchase Order Change #2 as to form and legality.

TRANSMITTALS:

1. Purchase Order Change #2 for Annual Contract (Bid F-1042), Contract No. 39884 with Unisource Solutions

FIS Approval: MB
CA Approval: SO


DAVID M. WALSH, P.E.
Chief Harbor Engineer


ANTONIO V. GIOIELLO, P.E.
Deputy Executive Director,
Development

APPROVED:

 For

EUGENE D. SEROKA
Executive Director

Author: R. Kuo

RK:aw
2517900b6
2551000
2551100