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# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Jim McBride  
Terry Roberts

**SUBJECT:** UPDATE ON  
NEW CITY HALL SYSTEMS  
FURNITURE PROCUREMENT

**DATE:** 12-22-2004

Approved

Date

12/22/04



The New San José City Hall

## INFORMATION NON-CONSTRUCTION ACTIVITY

This memorandum is to update the Council on the status of the systems furniture procurement for the new City Hall project. This procurement was advertised on October 1, 2004 and was released as a low bid purchase rather than an RFP with bids due on December 23, 2004.

It was determined by the City Attorney's office early in the developmental stages of the system furniture package that the Project Labor Agreement (PLA) did not apply to this procurement because the procurement did not fall under the definition of construction. The City Attorney's office has recently reviewed the matter with other legal experts in this field and determined that the systems furniture procurement is covered under the PLA.

As a result, staff released an addendum on December 21, 2004 notifying all bidders of the need to include the PLA requirements in their bid documents. To ensure sufficient time for bidders to respond and qualify for the amended specification requirements, the bid date needs to be extended to January 10, 2005. This would result in Council award consideration on January 25, 2005.

It appears at this point that six or seven bidders are interested in bidding the work. It is unclear if adding the PLA requirements will affect the number of interested bidders due to added complexity. Some of the smaller companies may have less experience with this type of labor agreement.

HONORABLE MAYOR AND CITY COUNCIL

**Subject: Report On New City Hall Systems Furniture Procurement**

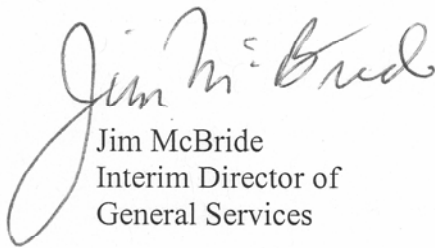
12/22/2004

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Staff and the City Attorney had a pre-bid meeting today with all vendors that could attend to answer questions about the PLA requirements. Any additional written questions are due from bidders by January 3, 2005 with a written staff response to all bidders by January 5<sup>th</sup>. Staff will conduct additional informational meetings about the PLA if necessary.

The furniture delivery schedule for the project will remain unchanged, which results in receiving furniture beginning in April 2005 to support the June 2005 move-in.

Please contact Jim McBride (x2025) or Terry Roberts (x5658) if you have questions or comments about the process.



Jim McBride  
Interim Director of  
General Services



Terry Roberts  
Deputy City Manager