Agenda Item No: 1.i

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: March 17, 2026

Submitted by: Gabriel Guerrero-Gabany

From: Public Works

Subject:
APPROVAL OF PURCHASE OF OFFICE FURNISHINGS WITH SHERIDAN GROUP FOR THE PLACENTIA PUBLIC SAFETY CENTER

Financial Impact:
Fiscal Impact:
Expense: $93,565.53 furniture for the Public Safety Center
Available Budget: $212,856.95 (101-90300-9100 Project: 97 105213)

Summary:
A request for approval of the purchase of furnishings for the Placentia Public Safety Center is presented to the City Council for its consideration. City Council previously approved furnishings for the new building on September 19, 2023, however, these furnishings did not include critical items necessary for complete staff occupancy of the building. The missing items include tables and chairs for both conference rooms, tables and chairs for the break room, furniture for the lactation room, and cubicles, chairs and desks for the emergency operations center.

This proposed purchase of these office furnishings will fully equip the building with the necessary furniture to allow staff to use the building to its fullest capability. The procurement of these furnishings has been facilitated using the piggyback provision in the City's existing purchasing policy. This process allows the City to purchase goods and services through leveraged procurement agreements that have been previously competitively bid by other governmental agencies.

Recommendation:
Recommended Action: It is recommended that the City Council:

1. Approve a purchase order with the Sheridan Group pursuant to OMNIA procurement contract BNR482 in the amount of $93,565.53, to manufacture, ship and install the new office furnishings for the Placentia Public Safety Center; and
2. Authorize the City Administrator to approve contract change orders up to 10% of the total not-to-exceed purchase order amount; and
3. Authorize the City Administrator to execute the above-mentioned sales agreement, in a form approved by the City Attorney.

Strategic Plan Statement:

None.

Discussion:
On January 16, 2026, the Public Safety Building dispatch and emergency operations center passed final building inspection for the Certificate of Occupancy from the City's Building and Safety department. Some outstanding specialized information technology items remain, which are being administered by the Police Department, before Staff can move into the building. This is tentatively expected for completion by the end of March 2026. Another outstanding item that remains, is the complete furnishing of all workspaces. City Council previously approved furnishing for the new building on September 19, 2023, however, these furnishing did not include critical items necessary for complete staff occupancy of the building. The missing items include tables and chairs for both conference rooms, tables and chairs for the break room, furniture for the lactation room, and cubicles, chairs and desks for the emergency operations center. This proposed purchase of these office furnishings will fully equip the building with the necessary furniture to allow Staff to use the building to its fullest capability.

The City's Public Works Engineering design team worked closely with the end users in both the Administration and the Police Department on selecting the remaining furniture needed along with obtaining their input on colors, surface finishes and materials. The Sheridan Group has already been pre-qualified through a leveraged procurement contract with OMNIA Partners (OMNIA) (procurement contract BNR482), and the City is able to purchase the furnishings from this existing contract pursuant to the City's purchasing policy. OMNIA serves local government and schools by managing large scale leveraged procurement agreements which are competitively bid and vetted by OMNIA. Once OMNIA has approved contracts with vendors and contractors, they are then able to offer local governments and school districts discounted pricing for various commodities.

Pursuant to the City's existing purchasing policy, the City can piggyback off of existing competitively bid contracts such as OMNIA's contract with the Sheridan Group for office furnishings. The recommended actions authorize the City Administrator to approve a sales agreement and purchase order with Sheridan Group for the remaining furniture to outfit the new facility.

Attachments
Placentia Public Safety Center Furniture Sales Agreement.pdf