

June 19, 2014

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RATIFY EXPENDITURE WITH RBA FURNITURE SOLUTIONS, INC. AND AUTHORIZE ADDITIONAL PURCHASE OF USED SYSTEMS FURNITURE

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REPORT: Board policy B 707-Sustainable Use of Resources states that PCC is committed to becoming a leader in academic programs and operational practices that model the sustainable use of resources. The Bond program is committed to meeting this policy throughout all the work that is carried out through this program.

The purchase of used furniture systems for staff workspaces was a guideline established early in the Bond planning process and which was successful in the 2000 Bond program. The selection of high-quality used furniture allows bond resources to stretch further and is environmentally responsible. Purchase of used furniture is exempt from competitive procurement through the College Public Contracting Rules of Procedure (CCR.220), which waives competitive procurement when the College has determined that the purchase will result in cost savings and will not diminish competition or encourage favoritism.

The College has become aware of a large surplus of Nike furniture that is available through RBA Furniture Solutions Inc. (RBA). RBA is a used furniture seller that has purchased an entire stock of used furniture systems. RBA is offering Herman Miller Systems furniture at a cost of about \$1,000 per workstation, which is a savings of approximately 70% from the contract costs for comparable new systems furniture. In addition, RBA prepares autoCAD layouts and parts lists, and pulls orders specific to the need. This allows us to purchase

the correct amount when we need it for the specific projects.

An initial purchase order was issued to RBA for \$46,000. Many concurrent projects at Rock Creek, Sylvania, Southeast and Cascade have benefited from the available inventory and service, which increased the demand for the RBA product bringing total expenditures to \$127,000 through the end of April. In May, two additional projects at SEC in Mt. Tabor Hall that were originally planned to use existing College furniture, had to be completed with the RBA furniture as the existing College furniture did not work within the existing spaces as was anticipated. Our existing furniture did not provide enough flexibility to accommodate the number of faculty identified for the space with a layout that would provide maximum benefit to students and staff. The furniture needed to be ordered and installed by end of Spring term to meet the move-in date. This brought the total expenditure with RBA to \$190,000, which is over the \$150,000 threshold; therefore we are requesting ratification for this overage.

In order to be able to purchase used inventory opportunistically when it comes on the market, and meets the College's needs, board authorization is requested to allow the college to purchase an additional \$660,000 in used furniture from RBA for the balance of the 2008 Bond program.

RECOMMENDATION: That the Board of Directors ratify expenditures with RBA Furniture Solutions, Inc. and authorize the Bond Program to continue to purchase used systems furniture from RBA Furniture Solutions, Inc. for a total contract amount of \$900,000 through 2016. Funding is from the 2008 Bond Fund.