

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** The Honorable City Council

**FROM:** Jennifer Mellon, Senior Management Analyst 

**DATE:** November 1, 2006 (Meeting of November 15, 2006)

**SUBJECT:** Consider Waiving City Purchasing Procedure for Procurement of Library Furniture

**DISCUSSION**

Staff is requesting Council waive the City's purchasing procedures to allow a purchase of furniture for the Moorpark Public Library in order to maximize space and update the furnishings most used by the public. Staff is before you requesting this waiver due to the six week lead time necessary to procure furniture.

During the meeting of October 18, 2006, Council was presented with a funds allocation that outlined purchases to be made out of the \$300,000 Library Transition budget. Within that scope was a furniture budget of \$40,000 for furnishings to be purchased and delivered prior to the Library Opening Event scheduled on January 13, 2006.

Current Moorpark Municipal Code Section 3.04.120 states the following regarding exceptions to competitive bidding requirements:

"In its discretion, the city council may at any time, by a majority vote and without amending this chapter, waive the purchasing procedures or alter these proceedings to fit a specific purchase, when such a waiver is not in violation of state law." (Ord. 16 § 1, 1984)

Staff has been in contact with furniture vendors that have worked with local government agencies in Ventura County and can deliver furniture in the timeframe necessary to meet the City goal. It is the desire to purchase computer carrels, seating, tables, media storage, display shelving, and teen focus furniture. Staff will work with the selected vendor to ascertain the lowest prices available to the City.

Staff is requiring all vendors under consideration to provide the City with proposal options including their discount options available to government agencies. Vendors will also be required to provide reference lists of other public agencies they have serviced

and will be asked to prepare a "cost plus profit percentage" proposal to the City for review as an option.

Due to the time constraint related to the library transition project staff is requesting Council waive city purchasing procedure in order to procure furniture prior to the official opening of the Moorpark City Library.

**STAFF RECOMMENDATION** (Roll Call Vote)

Waive City purchasing procedure for procurement of library furniture not to exceed \$40,000.