


**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: November 1, 2012

TO: Honorable Members of the City Council

FROM: Michael J. LoGrande, Director of Planning  
Department of City Planning 

SUBJECT: **REQUEST FOR FIGUEROA PLAZA COUNTER CONFERENCE  
ROOMS FURNITURE**

The Department of City Planning (DCP) requests approval from the Construction Services Committee to provide funding to purchase furniture for conference rooms at the Figueroa Plaza Public Counter. The total cost for the furniture is \$16,819.79.

The Figueroa Plaza Public Counter provides a host of services to the general public including application in-take, responding to code related questions affecting a development proposal, and processing applications for various cases and associated Appeals and Time Extensions.

In February 2011, the Development Services Center was launched. Applications for all discretionary land use approvals, including subdivisions, are now accepted at both the Center's Offices in downtown Los Angeles (at Figueroa Plaza Counter) and in the San Fernando Valley (Valley Counter). Site Plan Approvals and related services are also provided at the Public Counter. As a result of the additional level of services, two prior staff offices in the Figueroa Plaza Counter have been converted into conference rooms for staff to meet with applicants for extensive plans review and condition clearances.

The DCP has made use of furniture obtained from the City's salvage warehouse but many of these chairs are not fully functional and are falling apart. The collection of salvage furniture in the conference rooms are of various styles, heights, and colors. Similarly, many of the chairs in the shared conference room being used by both Building and Safety and DCP are greatly in need of replacement.

Therefore, the Department is requesting funding to purchase badly needed furniture for these conference rooms which are constantly being used day in and day out.

For further information, please contact Eva Yuan-McDaniel, Deputy Director of Planning, at (213) 978-1273.

cc: Tyler Munhall, CAO  
Eva Yuan-McDaniel  
David Weintraub  
Matthew Crawford  
Ly Lam



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**PROPOSAL**

**Order #: 225249**

**Date: 22-OCT-12**

<b>Job Title:</b>	<b>Dept. of Planning conference room seating &amp; tables</b>		
<b>Bill To:</b>	City of Los Angeles SMS Payment Serv. Sector 555 Ramirez St., Ste. 312 Los Angeles, CA 90012	<b>Install At:</b>	Dept. of Planning 201 N. Figueroa St. 4th Floor Los Angeles, Ca 90012
<b>PO #:</b>		<b>Acct Rep:</b>	Mike Graves 562.843.6582
<b>Buyer Contact:</b>	Ly Lam 213.978.1206	<b>Job Contact:</b>	

LN#	QTY	Item Description	Unit \$	Tax	Extended \$
1	1	45TC-4272-E4S0 450 TABLE,RECTANGLE,T BASE 42" X 72" Haworth-Kinetics Tables Tag: ROOM#1 List Price: \$1,169.00 Discount: 59.00% (E4S0) BLNS PVC,29"H,STAT,GLD ,0H- LAMINATE ~ UNDECIDED COLOR ,TR- SURFACE 2 ~ UNDECIDED COLOR (2) TRIM SURFACE 3 ,TR- SURFACE 3 ~ UNDECIDED COLOR	479.29	41.94	479.29
2	6	X640-0140 X99,SEMINAR CHAIR,FAB/MESH,FXD ARM,HARD CASTERS Haworth-Seating Tag: ROOM#1 List Price: \$906.00 Discount: 56.00% ( ) STANDARD VERSION ,XG- CHR FAB - BRISA,GRADE E 005 CAMBRIDGE BLUE ,M0- CHR FAB - MESH - X99 0BL BLACK (2) TRIM SURFACE 3 ,TR- SURFACE 3 OLE METALLIC SILVER	398.64	209.29	2,391.84
3	1	45TC-4272-E4S0 450 TABLE,RECTANGLE,T BASE 42" X 72" Haworth-Kinetics Tables Tag: ROOM#2 List Price: \$1,169.00 Discount: 59.00% (E4S0) BLNS PVC,29"H,STAT,GLD ,0H- LAMINATE ~ UNDECIDED COLOR ,TR- SURFACE 2 ~ UNDECIDED COLOR (2) TRIM SURFACE 3 ,TR- SURFACE 3 ~ UNDECIDED COLOR	479.29	41.94	479.29
4	6	X640-0140 X99,SEMINAR CHAIR,FAB/MESH,FXD ARM,HARD CASTERS Haworth-Seating Tag: ROOM#2 List Price: \$906.00 Discount: 56.00% ( ) STANDARD VERSION ,XG- CHR FAB - BRISA,GRADE E 005 CAMBRIDGE BLUE ,M0- CHR FAB - MESH - X99 0BL BLACK (2) TRIM SURFACE 3 ,TR- SURFACE 3 OLE METALLIC SILVER	398.64	209.29	2,391.84
5	20	M600-2110 4-LEG STACKER,ARMS,POLY OUTER Haworth Improv Seating Tag: ROOM#3 List Price: \$471.00 Discount: 56.00% ( ) STANDARD VERSION ,XG- CHR FAB - BRISA,GRADE E 005 CAMBRIDGE BLUE ,TR- SURFACE 2	207.24	362.67	4,144.80



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LN#	QTY	Item Description	Unit \$	Tax	Extended \$
		00F BLACK			
6	10	X640-0140 X99, SEMINAR CHAIR, FAB/MESH, FXD ARM, HARD CASTERS Haworth-Seating Tag: ROOM#3 List Price: \$906.00 Discount: 56.00% ( ) STANDARD VERSION ,XG- CHR FAB - BRISA, GRADE E 005 CAMBRIDGE BLUE ,M0- CHR FAB - MESH - X99 00L BLACK (2) TRIM SURFACE 3 ,TR- SURFACE 3 00E METALLIC SILVER	398.64	348.81	3,986.40
7	1	LABOR: At 201 N. Figueroa St., 4th floor, install (2) new 42" x 72" T-leg base laminate 450 Series tables with (6) new chairs around each and down the hall place (30) new chairs around the existing table and along the perimeter of the room as shown in the provided drawing. In room #3, the X99 chairs are to be placed around the table and the Improv chairs along the room perimeter with (4) of them stacked adjacent to the column in the corner.  Existing product will be removed from the area of work by the client just ahead of the installation.  Ref. furniture contract #59116.  Site Conditions Loading dock may or may not be available for unloading. Prepare for street off load of equipment and product and push, up to 200' to the freight elevators through the parking structure. Areas of work are to be free and clear of other furniture and trades during furniture installation.  The Pacific Labor Group	1,593.00	139.39	1,593.00

	Recap	Taxable	Non-Taxable	Total
ACCEPTED BY: _____	Product:	13,873.46	0.00	13,873.46
	Labor:	1,593.00	0.00	1,593.00
	Other:	0.00	0.00	0.00
DATE ACCEPTED: _____	Subtotal:	15,466.46	0.00	15,466.46
	Tax (8.750%):	1,353.33	0.00	1,353.33
	Total:	16,819.79	0.00	16,819.79

**Notes:**  
Make PO out to:  
Haworth c/o Unisource Solutions  
One Haworth Center  
Holland, MI 49423

\* Signature to the above proposal serves as an agreement to the Terms and Conditions dated January 1, 2009.  
For a copy of this document go to our website: [http://unisource3.uos.com/i/UOS/Terms\\_Jan2009.pdf](http://unisource3.uos.com/i/UOS/Terms_Jan2009.pdf)