

File No. 170106

Committee Item No. 2
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date March 9, 2017

Board of Supervisors Meeting

Date _____

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter |
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OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date March 3, 2017
Completed by: Linda Wong Date _____

1 [Accept Gift - Galindo Installation and Moving Services - Police Department District Stations
and Facilities - Valued at \$18,770]

2
3 **Resolution authorizing the Police Department to accept a gift of furniture from Galindo**
4 **Installation and Moving Services, valued at \$18,770 for use at district stations and**
5 **facilities throughout the Police Department.**

6
7 WHEREAS, The San Francisco Police Department is currently making the best use
8 of 25-year old furniture including storage cabinets, desks, and chairs from TAB Furniture that
9 has been circulated throughout the department; and

10 WHEREAS, Galindo Installation and Moving Services (GIMS) has offered to donate
11 furniture valued at \$18,770 to the San Francisco Police Department, including 25 two-tier
12 lockers valued at \$265 per locker, eight storage shelving valued at \$295 per unit, one
13 conference table valued at \$895, four wardrobe storage cabinets valued at \$675 per cabinet,
14 three cabinets valued at \$780 per cabinet, and 22 office chairs valued at \$175 per chair; and

15 WHEREAS, The stations and areas that can directly benefit from this donation are: the
16 Hall of Justice, Tenderloin, Richmond, Northern, and Central Station office spaces; the
17 Taraval and Park Station report writing areas; the Range offices; the Academy (lockers); and
18 the crime lab and photo ID areas (steel shelving); and

19 WHEREAS, Accepting this donation from Galindo Installation and Moving Services
20 (GIMS) will further the City's Zero Waste Program by reusing furniture that otherwise will be
21 discarded; and

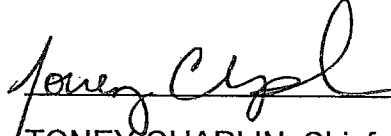
22 WHEREAS, This furniture will allow for the department's Fiscal Division and Facilities
23 Unit to allocate budget specifically to incremental furniture replacement over a seven year
24 period as suggested by the City and County of San Francisco Controller's office; now,
25 therefore, be it

1 RESOLVED, That the Board of Supervisors approves the gift and authorizes the Chief
2 of Police to accept the furniture donation from Galindo Installation and Moving Services
3 (GIMS), valued at \$18,770.

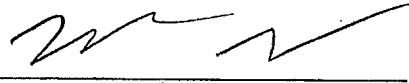
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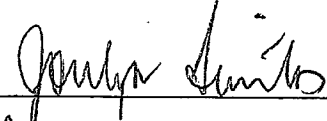
Recommended:



TONEY CHAPLIN, Chief of Police

Approved: 

for EDWIN M. LEE, Mayor

Approved: 

for BEN ROSENFELD, Controller

File Number: _____

(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form

(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: FURNITURE GIFT FROM GALINDO INSTALLATION AND MOVING SERVICES (GIMS)
2. Department: San Francisco Police Department
3. Contact Person: Katherine Chiu Telephone: 415-837-7211
4. Grant (gift) Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant (gift) Funding Approved or Applied for: \$18,770.00
6. a. Matching Funds Required: \$0
b. Source(s) of matching funds (if applicable):
7. a. Grant (gift) Source Agency: Galindo Installation and Moving Services (GIMS)
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant (gift) Project Summary: Galindo Installation and Moving Services (GIMS) has offered to donate furniture valued at \$18,770.00 to the San Francisco Police Department.
9. Grant (gift) Project Schedule, as allowed in approval documents, or as proposed:
As this is a one-time donation, there is no schedule
10. a. Amount budgeted for contractual services: N/A
b. Will contractual services be put out to bid? No
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A
d. Is this likely to be a one-time or ongoing request for contracting out? N/A
11. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much? \$
b. 2. How was the amount calculated?
c. 1. If no, why are indirect costs not included?
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):
c. 2. If no indirect costs are included, what would have been the indirect costs? None
12. Any other significant grant requirements or comments: No

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant (gift) is intended for activities at (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

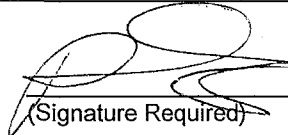
Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Penny Si
(Name)

Departmental ADA Coordinator
(Title)

Date Reviewed: 9/30/16

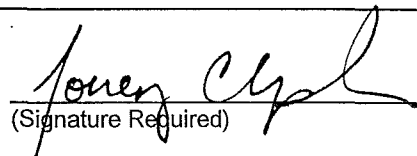

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Toney Chaplin
(Name)

Chief of Police
(Title)

Date Reviewed: 10/7/16


(Signature Required)

San Francisco Police Department – FURNITURE GIFT FROM GALINDO INSTALLATION AND MOVING SERVICES (GIMS) – \$18,770.00

Description	Quantity	Value	Total Value
2-tier lockers	25	\$265/locker	\$6,625.00
Storage shelving	8	\$295/unit	\$2,360.00
Conference table	1	\$895/table	\$895.00
Wardrobe storage cabinet	4	\$675/cabinet	\$2,700.00
Cabinets	3	\$780/cabinet	\$2,340.00
Office chairs	22	\$175/chair	\$3,850.00
			\$18,770.00

Memorandum

San Francisco Police Department



To: Captain Christopher Pedrini Star#1204
Commanding Officer
Administrative Services

APPROVED YES NO
Deputy Chief Denise A. Schmitt #1731
Office of Administrative Services

From: Anthony Tave *AT*
7262 Maintenance Planner

Date: Tuesday, September 27, 2016

Subject: Approval to accept a donation of furniture

Issue:
Authorization for San Francisco Police Department to proceed with accepting a donation of furniture from Galindo Installation & Moving Services (GIMS)

Discussion:

The Facilities unit was approached by the owner of GIMS regarding the condition of our current furniture throughout the department. The department is currently making the best use of 25 year old TAB furniture that has been circulated throughout the department. Based on past purchases, the facilities unit is estimating that the department will need approximately \$800,000 to replace the furniture at the stations. The station furniture has been recycled throughout the years disposing of items that were broken or financially unfeasible to repair. Facilities has made the best use out of the furniture by disassembling and reassembling furniture as needed, but after the last move from the fourth floor to the fifth floor at the Hall of Justice much of the furniture in good condition remains in use and remaining parts have been stored at our Treasure Island facility.

According to the City and County of San Francisco Controller's office, the TAB furniture that is being used across the department has surpassed its useful life two fold, based on a seven year life cycle for office furniture (attached).

GIMS has put an \$18,770.00 value on the donated items which are as follows;

- 1) 25 used two tier lockers in excellent condition, value \$265/locker, total \$6,625.00
- 2) 8 storage shelving units in excellent condition, value \$295/unit, total \$2,360.00
- 3) 1 used conference table, value \$895/unit, total \$895.00
- 4) 4 wardrobe storage cabinets, value \$675/cabinet, total \$ 2,700.00

5) 3 used cabinets, value \$780/cabinet, total \$2,340.00

6) 22 used office chairs, value \$175/chair, total \$3,850.00

Total donation value: \$18,770.00

The 2013 Facility Evaluation and Standards Report recommended the department stations were in need of space planning which would include a closer look at the space utilization and configurations that promote individual work, group work, and team work settings. The 1942 assistant materials coordinators have been asked to look at ways to optimize the space at the stations. They have identified where that the donated furniture can be best utilized.

The stations and areas that can directly benefit from this donation are;

1. Tenderloin office spaces
2. Richmond office spaces
3. Taraval report writing
4. Park Report writing
5. Northern Offices
6. Central office spaces
7. Range offices
8. HOJ office spaces and conference tables
9. Academy Lockers
10. Crime lab and Photo ID Could benefit from the steel Shelving

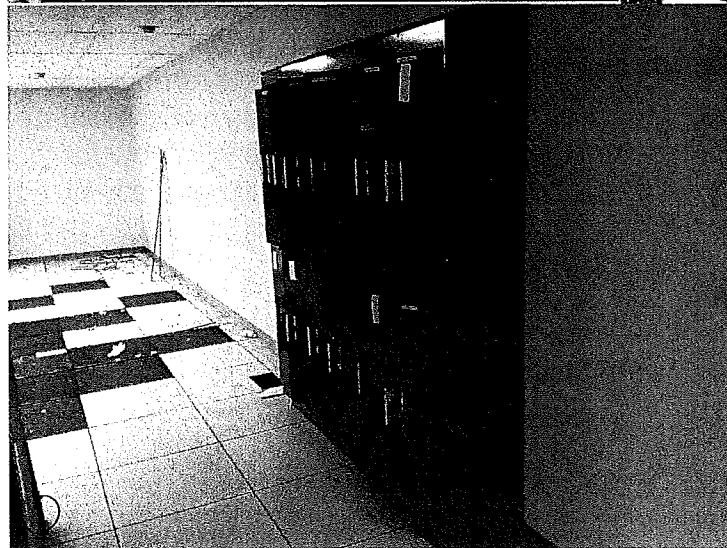
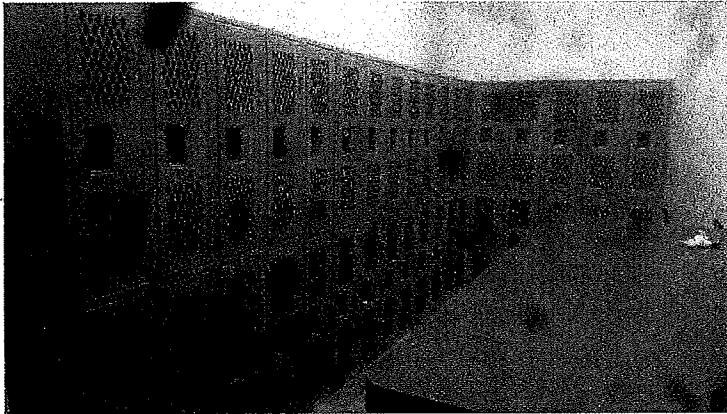
(Attached pictures of furniture)

Conclusion:

The department can utilize this furniture by installing it at the stations. If the department chooses to add this newer furniture there will be less impact to the operations as the older furniture continues to degrade and fail. The acceptance of this furniture also furthers the City's Zero Waste program through the department of environment by reusing furniture that otherwise will be thrown away. This furniture will allow for the department's Fiscal division and Facilities unit to allocate budget specifically to incremental furniture replacement over a seven year period as suggested by the City and County of San Francisco Controller's office.

Recommendation:

I recommend that our department accept this donation of furniture through the appropriate approval process.



Galindo Installation & Moving Services



◆ 2901 Mariposa Street, # 3
◆ San Francisco, CA 94110

◆ Phone (415) 861-4230
◆ Fax (415) 861-4234

Date: October 4, 2016

To: The San Francisco Police Dept

Re: Donation of Office Furniture

To Whom It May Concern:

We would like to donate the following items to the San Francisco Police Department:

- | | |
|---|-------------------|
| 1) 25 used two tier lockers in excellent condition, value \$265/locker, | total \$6,625.00 |
| 2) 8 storage shelving units in excellent condition, value \$295/unit, | total \$2,360.00 |
| 3) 1 used conference table, value \$895/chair, | total \$895.00 |
| 4) 4 wardrobe storage cabinets, value \$675/cabinet, | total \$2,700.00 |
| 5) 3 used cabinets, value \$780/cabinet, | total \$ 2,340.00 |
| 6) 22 used office chairs, value \$175/chair | total \$3,850.00 |

Total donation value:18,770.00

We are hopeful that these items can be of use to the San Francisco Police Dept. and are pleased to have the opportunity to thank the Police Department for their services.

Feel free to contact us with any questions or concerns.

Thanks,

A handwritten signature in black ink, appearing to read 'Maribrie Lovell', written over a horizontal line.

Maribrie Lovell
General Manager
Galindo Installation & Moving Services



The Police Commission

CITY AND COUNTY OF SAN FRANCISCO

October 24, 2016

Board of Supervisors
City Hall, Room 244
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Honorable Supervisors:

At the meeting of the Police Commission on Wednesday, October 19, 2016 the following resolution was adopted:

RESOLUTION NO. 16-62

RECOMMENDATION TO THE BOARD OF SUPERVISORS FOR APPROVAL TO AUTHORIZE THE SAN FRANCISCO POLICE DEPARTMENT TO ACCEPT GIFT OF FURNITURE FROM GALINDO INSTALLATION AND MOVING SERVICES (GIMS), VALUED AT \$18,770.00, FOR USE AT DISTRICT STATIONS AND FACILITIES THROUGHOUT THE SAN FRANCISCO POLICE DEPARTMENT

WHEREAS, the Facilities Unit of the San Francisco Police Department was approached by the owner of GIMS regarding the condition of current furniture throughout the Department;

WHEREAS, based on past purchases, the Facilities Unit is estimating that the Department will need approximately \$800,000 to replace the furniture at the district stations;

WHEREAS, GIMS has put an \$18,770.00 value on the following items to be donated:

- 25 used two tier lockers, total value \$6,625.00
- 8 storage shelving unites, total value \$2,360.00
- 1 used conference table, total value \$895.00
- 4 wardrobe storage cabinets, total value \$2,700.00
- 3 used cabinets, total value \$2,340.00
- 22 used office chairs, total value \$3,850.00

WHEREAS, the Department can utilize these furniture by installing it at the different district stations; therefore be it

RESOLVED, that the Police Commission hereby recommend that the Board of Supervisors approve the gift and authorize the San Francisco Police Department to accept gift of furniture from Galindo Installation and Moving Services (GIMS), valued at \$18,770.00, for use at District Stations and Facilities throughout the San Francisco Police Department.

AYES: Commissioners Loftus, Turman, Mazzucco, Marshall, DeJesus, Loftus, Hwang, Melara

SUZY LOFTUS
President

L. JULIUS M. TURMAN
Vice President

DR. JOE MARSHALL
Commissioner

PETRA DeJESUS
Commissioner

THOMAS MAZZUCCO
Commissioner

VICTOR HWANG
Commissioner

SONIA MELARA
Commissioner

Sergeant Rachael Kilshaw
Secretary

Board of Supervisors
October 24, 2016
Resolution 16-62
Page 2

Very truly yours,

Sergeant Rachael Kilshaw #049
San Francisco Police Department
Sergeant Rachael Kilshaw
Secretary
San Francisco Police Commission

949/rct

cc: Captain C. Pedrini/Administration
Anthony Tave/Facilities



CITY AND COUNTY OF SAN FRANCISCO
POLICE DEPARTMENT
 HEADQUARTERS
 1245 3RD Street
 San Francisco, California 94158



EDWIN M. LEE
 MAYOR

TONEY D. CHAPLIN
 ACTING CHIEF OF POLICE

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: San Francisco Police Department

DATE: October 5, 2016

SUBJECT: Accept and Expend Resolution for Subject Gift

TITLE: FURNITURE GIFT FROM GALINDO INSTALLATION AND MOVING SERVICES (GIMS) – \$18,770.00

Attached please find the original and 4 copies of each of the following:

- Proposed grant (gift) resolution; original signed by Department, Mayor, Controller
- Grant (gift) information form, including disability checklist
- Grant (gift) budget
- Grant application – **Not applicable**
- Grant award letter from funding agency – **Not applicable**
- Ethics Form 126 – **Not applicable**
- Contracts, Leases/Agreements – **Not applicable**
- Other (Explain): **1) Anthony Tave's memo to Captain Pedrini with photos of furniture (4 pages)**
2) Letter from Marjorie Lovell, General Manager of Galindo Installation and Moving Services (1 page)

Special Timeline Requirements: Donor requests furniture be accepted immediately due to space issues.

Departmental representative to receive a copy of the adopted resolution:

Name: Katherine Chiu Phone: 415-837-7211

Interoffice Mail Address: SFPD Fiscal Division
 1245 – 3rd Street, 6th Floor, SF, CA 94158

Certified copy required Yes No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [] inquires"
- 5. City Attorney request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

JUN 24 PM 2:03

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

Supervisor Sheehy

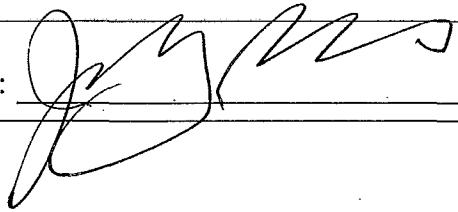
Subject:

Accept Gift – Furniture Gift from Galindo Installation and Moving Services (GIMS) – \$18,770.00

The text is listed below or attached:

Resolution authorizing the San Francisco Police Department to accept a gift of furniture from Galindo Installation and Moving Services (GIMS), valued at \$18,770.00 for use district stations and facilities throughout the San Francisco Police Department.

Signature of Sponsoring Supervisor:



For Clerk's Use Only: