

Memorandum

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San Francisco Police Department



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

2016 OCT 18 AM 11:09

From: Anthony Tave
7262 Maintenance Planner

APPROVED YES NO
Deputy Chief of Police Schmitt #1731
Office of Administrative Services

CAPT. CHRIS PEDRINI #1204

Date: Friday, October 14, 2016

Subject: Approval to accept a donation of furniture

TONY D. CHAPLIN
Interim Chief of Police
APPROVED

Issue:

Authorization for San Francisco Police Department (SFPD) 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. It is important to note as part of disclosure that GIMS was the moving company that SFPD used to complete the move from the 4th floor to the 5th floor at the Hall of justice in FY1415 and FY1516. GIMS most recently was used to setup furniture in Internet Crimes Against Children (ICAC) unit on the 5th floor Hall of Justice (HOJ), where the department was approached about the potential for a donation of furniture was made.

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.

During the move from the 4th floor to the 5th floor of Hall of Justice, The Facilities Unit procedures were to plan with every unit the space layout using the following guidelines;

- 1) Recycling the newest/sturdiest furniture
- 2) Disseminate furniture throughout the department
- 3) Posting furniture on the Virtual warehouse where several agencies obtain furniture
- 4) Disposing of the furniture that was no longer usable.
- 5) Focusing on a more open and communication oriented layout.

- 6) Tailoring work spaces towards the operations of the unit.
- 7) Working in conjunction with latest technology

This approach is in accordance with Chapter 5 and Chapter 7 of the Department of San Francisco Environment code

The Facilities unit has received positive feedback from several of the units as we continue to meet the department's operational needs. Many of the units are still in need of a closer look at the spaces that can be converted by the furniture in the potential acceptance of the furniture donation (attached letter)

GIMS has put a \$207,950.00 value on the donated items. The items were originally given to GIMS from Marriott Hotels and are summarized as follows;

Quantity	Description	Value	Total
170	used steel case "Answer" workstations	\$950/station	\$161,500.00
12	tables	\$300/unit	\$3,600.00
75	steel case task chairs	\$350/chair	\$26,250.00
2	waiting room soft seating	\$800/set	\$1,600.00
5	private office freestanding work stations w seating	\$3,000/station	\$15,000.00
Total donation value			\$207,950.00

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).

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.

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

1. Project Safe furniture layout
2. Special Victims Unit
3. Gang Task Force
4. Police Stations SIT teams

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.