



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Sheriff's Office



**Date:** May 29, 2015  
**Board Meeting Date:** July 7, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Sheriff Greg Munks

**Subject:** Office Furniture Purchase for Maple Street Correctional Center

**RECOMMENDATION:**

Adopt a Resolution authorizing the Sheriff or Sheriff's designee to execute an agreement with Inside Source/Young to provide and install office furniture for the Maple Street Correctional Center in an amount not to exceed \$487,592.44.

**BACKGROUND:**

After acquiring 4.85 acres of land in Redwood City on Maple Street at Blomquist Street and approving the scope and size of the jail project at that site, the Board approved contracts for jail design, engineering and construction management services. The Board also approved a contract with Sundt Layton to construct the Maple Street Correctional Center (MSCC). Construction is anticipated to be complete by the end of 2015 and a substantial amount of Furniture, Fixtures and Equipment (FF&E) must be ordered, delivered, and installed in a timely manner in order to operate the facility.

**DISCUSSION:**

MSCC contains many administrative areas including offices, conference rooms, work areas, staff dining rooms, and briefing rooms. These areas must be equipped with well-built and durable furniture including seating, tables, desks, filing cabinets, and other office furniture.

This agreement with Inside Source/Young will provide the needed furniture. The selected Allsteel Inc. products are industry proven products and should provide years of use.

It is recommended that the Board approve the acquisition of office furniture for MSCC from Inside Source/Young utilizing The Cooperative Purchasing Network (TCPN) Contract #R142201. This contract was competitively bid and solicited by TCPN, a multi-

state purchasing group for government entities, which provides nationally leveraged pricing. The Jail Planning Bureau solicited proposals from multiple furniture vendors with cooperative contracts available and found that the TCPN contract best meets MSCC needs. JPB also worked closely with County Purchasing in determining that it is in the best interest of the County to utilize this purchasing method and requests a waiver of any additional RFP process.

County Counsel has reviewed and approved the resolution as to form.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring a safe and cost effective MSCC facility.

**FISCAL IMPACT:**

The amount of this agreement is \$487,592.44. This amount is included in the approved project budget.