



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 18-070

Board Meeting Date: 1/23/2018

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** James C. Porter, Director of Public Works

**Subject:** Amendment to Agreement with Commercial Installation Company

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Commercial Installation Company to provide installation, configuration, and removal services for County-owned furniture systems, extending the term from September 30, 2018 to September 30, 2019, and increasing the amount by \$151,000 to a new, not-to-exceed amount of \$250,000.

**BACKGROUND:**

Commercial Installation Company (CIC) has provided installation and configuration services for the County owned furniture systems for over 25 years. In October 2016, the Department of Public Works entered into a \$50,000 agreement with CIC to provide installation, configuration and removal services for tenant improvement projects in support of the County's Integrated Workplace Management System (IWMS). In September 2017, the Department of Public Works (Department) increased the contract by \$49,000 to an amount not to exceed \$99,000. The existing contract is scheduled to expire on September 30, 2018.

**DISCUSSION:**

Since adoption, CIC has provided services for many projects and has recently been engaged to provide furniture installation for a large remodel project at San Mateo Medical Center at 222 W. 37<sup>th</sup> Avenue in San Mateo. The current contract will not support the full cost of this work, or the cost of additional tenant improvement projects within the County.

The Department selected CIC after considering three quotes for comparable services. CIC is best suited to provide installation of the County's new furniture standard, in addition to, their considerable experience in configuring the County's existing modular system.

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

Approval of this agreement contributes to the Shared Vision 2025 outcome of a Collaborative

Community by improving the utilization of existing real estate assets through inter-departmental coordination of space and resources.

**FISCAL IMPACT:**

The amendment will increase the contract by \$151,000 to a new, not-to-exceed amount of \$250,000, and extend the term of the agreement an additional year, to September 30, 2019. Funding for this contract is included in the FY 2017-18 Capital Projects budget.

There is no impact to the General Fund.