



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER

File #: 18-241

Board Meeting Date: 3/27/2018

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Deborah Bazan, Director of Project Development Unit
Subject: Office Furniture Purchase for the Regional Operations Center (ROC)

RECOMMENDATION:

Adopt a resolution authorizing the Director of the Project Development Unit, or his/her designee, to execute an agreement with Inside Source to purchase and install office furniture for the Regional Operations Center (ROC) in an amount not to exceed \$633,356.28.

BACKGROUND:

On October 20, 2015, your Board approved a Design/Build Agreement with McCarthy Building Company for the construction of the Regional Operations Center. Demolition of existing buildings concluded in the late summer of 2017 and construction of the new facility is underway.

DISCUSSION:

On November 21, 2017, your Board approved a project budget that allocated \$11,000,000 for Furniture, Fixtures, and Equipment (FF&E).

The ROC will contain 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.

Working with a consultant, the County selected Inside Source to provide the needed furniture. InsideSource requires a 50% deposit in the amount of \$316, 678.14 at this time in order to hold current pricing, which would otherwise be expected to escalate. The remaining 50% of the contract will be paid to InsideSource upon completion of the interior of the ROC. The selected products, designed and produced by Allsteel Inc., are industry proven products and should provide years of use.

It is recommended that the Board approve the acquisition of office furniture for the ROC from InsideSource utilizing National IPA-The Cooperative Purchasing Network (TCPN) Contract #R142201. This contract was competitively bid and solicited by National IPA-TCPN, a multi-state purchasing group for government entities, which provides nationally leveraged pricing.

This purchase agreement has been reviewed and approved by the Procurement Division.

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

Approval of these actions will contribute to the Shared Vision 2025 outcome of Collaborative and Safe Community by advancing this project that will provide regional benefits to San Mateo County residents.

FISCAL IMPACT:

The amount of this agreement is \$633,356.28. This amount is included in the approved project budget.