



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN SERVICES AGENCY

File #: 18-372

Board Meeting Date: 5/8/2018

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Nicole Pollack, Director, Human Services Agency

Subject: Amendment to the Agreement with Commercial Installations Company, Inc. for the installation and modification of existing workspaces for the Human Services Agency

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Commercial Installations Company, Inc., to alter and re-utilize existing furniture in various Human Services Agency buildings, increasing the amount by \$240,000 for a total amount not to exceed \$340,000 and term remaining September 8, 2017 through September 7, 2020.

BACKGROUND:

The Human Services Agency (HSA) has project-specific needs to alter or re-utilize existing furniture throughout its facilities. These project-specific needs are driven by several factors, including the need to make ergonomic or Americans with Disabilities Act (ADA) adjustments for HSA staff, improving safety in staff or client areas, creating new work areas or modifying existing work areas. Facility remodels are based on HSA's project-specific needs.

On September 22, 2017, the Human Services Agency Director executed an agreement with CIC for furniture assembly, installation, repair, and other office furnishing services in the amount of \$100,000 and the term of September 8, 2017 through September 7, 2020.

HSA's current projects require modification and installation of existing furniture. Commercial Installations Company, Inc. (CIC) currently tracks San Mateo County's Pleion inventory and is able to pull modular items from existing stock, thus reducing overall cost and re-purposing existing County assets in an environmentally beneficial way.

DISCUSSION:

This amendment will be used to complete HSA's Middlefield facility, Receiving Home, and the Daly City workplace remodels, which will improve HSA's ability to provide high quality interactions with clients as well as alter existing spaces to meet new program requirements. Sixty percent of this amended amount is budgeted for the Daly City remodel. The remaining forty percent is budgeted for the Receiving Home, and Middlefield facility remodels along with ongoing repairs and alterations. The

Daly City remodel involves CIC removing all existing Pleion from the building, installing reused Pleion for temporary use in other locations, installing reused Pleion in the building after construction, and removing the Pleion installed for temporary use. With CIC’s ability to use the County’s current Pleion inventory, HSA believes it is in the best interest of the County to continue collaborating with CIC on current and upcoming projects as there are a limited number of providers in the Bay Area who are willing to reconfigure using the inventory that the County already has without the purchase of new inventory thus reducing the cost to the County.

The resolution contains the County’s standard provisions allowing amendment of the County’s fiscal obligations by a maximum of \$25,000 (in aggregate).

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

Approval of this agreement contributes to the Shared Vision 2025 outcome by ensuring that HSA employees have a safe and efficient work environment so they can continue to provide essential services. It is expected 100% that projects will be completed and operational within the term of this amended agreement. Additionally, 3 out of 3 projects will utilize County owned surplus within the term of this amended agreement.

PERFORMANCE MEASURE:

Measure	FY 2017-18 Target	FY 2018-20 Target
It is anticipated that all projects will be completed and operational within the term of this Agreement.	66%	34%
Number of completed projects that utilized County owned surplus	2	1

FISCAL IMPACT:

The term of this amended agreement is September 8, 2017 through September 7, 2020. This Amendment adds \$240,000 for a total amount not to exceed \$340,000. The expense obligation incurred under this amended agreement will be cost applied out to HSA programs based on usage. Funding for the entire agreement is estimated to be 70% state and federal, 30% Net County Cost. Budgetary appropriation for this agreement is included in the FY 2017-18 Adopted Budget and will be included in the FY 2018-19 and FY 2019-20 Recommended Budgets.