



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER

File #: 19-798

Board Meeting Date: 8/6/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Adam Ely, Director of Project Development Unit
Subject: Purchase Orders and Agreement(s) with One Workplace for Office Furniture and Equipment for the Regional Operations Center

RECOMMENDATION:

Adopt a resolution authorizing the Director of the Project Development Unit, or designee, to execute:

- A) Purchase orders and agreement(s) with One Workplace for design, purchase and installation of furniture, fixtures and equipment for the Regional Operations Center (ROC) in an amount not to exceed \$675,000; and
- B) Contract amendments, change orders, and additional purchase orders that will increase the County's maximum fiscal obligation by no more than 10% in aggregate for a total authorized not to exceed amount of \$742,500 and/or modify the term, terms, items selected, and/or services of any agreement or order placed with One Workplace where authorized by law and within approved fiscal provisions.

BACKGROUND:

On October 20, 2015, this Board approved a Design/Build Agreement with McCarthy Building Company for the construction of the ROC. Substantial completion of the project is anticipated in September 2019. Once completed, the ROC will house 9-1-1 Public Safety Dispatchers, an Emergency Operations Center, and the Office of Emergency Services. Designed and built to withstand violent shaking from an earthquake, with redundant electrical, water and other systems, the ROC will also serve as a hub for public safety responders during major catastrophic events.

DISCUSSION:

The ROC contains many administrative areas including offices, conference rooms, and work areas, staff dining rooms, training 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 and fixtures.

On September 18, 2018, the County of San Mateo issued a Request for Statements of Qualifications

for Furniture Standards Planning, Procurement, and Installation Services. On November 6, 2018, the County issued a Request for Proposals to qualified firms. Proposals were received from four firms, each of which presented mockups and participated in interviews. In coordination with the County's procurement division, a committee composed of members of multiple County departments selected two firms to participate in a best and final offer exercise. Following completion of this process, One Workplace was selected to provide furniture standards planning, procurement, and installation services for the County including for ongoing and anticipated County capital projects.

Following the selection of One Workplace, the departments and divisions that will be occupying the ROC selected their needed furniture. The selected items, including the workstations to be provided by Steelcase Inc., are industry proven products and should provide years of use.

It is recommended that this Board approve the acquisition of office furniture for the ROC from One Workplace. This contract was competitively bid and solicited by the County of San Mateo. In addition, the selected provider has participated in a competitive solicitation process with the Government Services Agency (GSA), the acquisition and procurement arm of the federal government. Furniture will be acquired utilizing pricing at or under that set forth in GSA contract GS-27F-020CA, expiring May 27, 2020, and other similar GSA, national, or state competitive purchasing solicitations existing at the time of purchase. In the event a selected item does not have GSA or other pricing established, pricing will be validated and/or established consistent with County requirements.

County Counsel has reviewed and approved the resolution.

Approval of this agreement contributes to the 2025 Shared Vision of a Collaborative Community by allowing the County of San Mateo to provide essential functions from a centralized and modernized location at the County Government Center.

FISCAL IMPACT:

The amount of the purchase orders for furniture and equipment for the ROC is included in the \$64.5 million project budget included in the Fiscal Year 2019-20 Recommended Budget.