



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER

File #: 20-268

Board Meeting Date: 5/5/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Michael P. Callagy, County Manager
Adam Ely, Director of Project Development Unit

Subject: Purchase Order with One Workplace for Office Furniture, Fixtures, and Equipment
Purchases for the San Mateo Health Campus

RECOMMENDATION:

Adopt a resolution authorizing the Director of the Project Development unit, or designee, to execute purchase orders with One Workplace to space plan, procure, furnish and install furniture, and provide moving services for the San Mateo Health Campus Project in an amount not to exceed \$335,090.

BACKGROUND:

In March 2017, this Board approved the San Mateo Health Campus Project. The project includes renovation of the nursing wing ground floor and central plant to relocate essential services, demolition of campus administration buildings built in 1954, and construction of a new administration building.

In September 2018, the County issued a Request for Statement of Qualifications for furniture standards, space planning, and procurement and installation of furniture for County projects. A selection committee, comprised of staff from multiple departments, qualified six firms to receive the Request for Proposals (RFP).

In November 2018, the RFP was issued to prequalified firms, four were selected for vendor mockups and interviews, and two participated in a best and final offer exercise overseen by County Procurement. At the conclusion of the process, One Workplace was recommended as the best value proposer.

DISCUSSION:

The nursing wing ground floor will house essential services such as a dietary kitchen and café, outpatient rehabilitation clinic, County telephone operators, hospital disaster supplies, and other miscellaneous support spaces. One Workplace will provide necessary furnishings for each of these programs, including but not limited to, conference room tables and chairs, café furniture, office furniture (file cabinets, chairs, desks), and patient and visitor chairs. The selected items are industry

proven products and should provide years of use.

Pricing provided is pursuant to the competitive selection process and reflects the products and discounts offered through that process.

It is recommended that this Board authorize the execution of purchase orders with One Workplace to plan, procure, and install furniture, and provide associated moving services for the project in an amount not to exceed \$335,090. This amount consists of \$260,098 for identified scope, and a contingency of \$75,000 to enable execution of additional purchase orders for needs identified during execution and space occupation.

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

FISCAL IMPACT:

The costs of the purchase orders will be paid for by the San Mateo Health Campus Upgrade Project funds and the San Mateo Medical Center. Appropriations for these goods and services were included in the FY 2019-21 Adopted Budget. There is No Net County Cost.