



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 20-193

Board Meeting Date: 4/7/2020

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**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 Regional Operations Center

### **RECOMMENDATION:**

Adopt a resolution authorizing the Director of the Project Development Unit, or designee, to execute additional purchase orders with One Workplace for design, purchase and installation of furniture, fixtures and equipment for the Regional Operations Center, increasing the amount by \$100,000, for a new not to exceed amount of \$842,500.

### **BACKGROUND:**

On October 20, 2015, this Board approved a Design/Build Agreement with McCarthy Building Company for the construction of the Regional Operations Center (ROC). Construction of the new facility was completed in September 2019. The ROC contains many administrative areas including offices, conference rooms, work areas, staff dining rooms, and briefing rooms which must be equipped with well-built and durable furniture including seating, tables, desks, filing cabinets, and other office furniture.

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 County procurement, 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.

### **DISCUSSION:**

One Workplace operates under an existing cooperative purchasing agreement created pursuant to a competitive solicitation conducted by the Government Services Agency (GSA), the acquisition and procurement arm of the federal government. The County acquired furniture by purchase orders

utilizing a GSA contract, and other similar GSA, national, or State competitive purchasing solicitations where available.

On August 6, 2019, this Board approved Resolution No. 076852 to execute purchase orders and agreements with One Workplace to design, purchase and install furniture, fixtures, and equipment (FF&E) for the ROC in an amount not to exceed \$742,500.

Through occupancy and use of the ROC, additional FF&E have been identified as useful and necessary for the efficient operation of the facility and its emergency response service provision. The Project Development Unit requests this Board to approve the issuances of additional Purchase Orders to One Workplace to provide the additional necessary items for the ROC, increasing the amount by \$100,000, for a new not to exceed amount of \$842,500.

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

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

**FISCAL IMPACT:**

Funding for this purchase is provided in the Regional Operations Center FY 2019-20 project budget funded by Measure K. There is no impact to Net County Cost.