



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY EXECUTIVE

File #: 22-362

Board Meeting Date: 5/17/2022

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 Orders with One Workplace for Office Furniture, Fixtures, and Equipment Purchases for the San Mateo Health Campus Project

RECOMMENDATION:

Adopt a resolution authorizing the Director of Project Development Unit, or designee, to execute new 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 of \$2,020,904.

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 the new Administration and Link buildings.

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 the 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 selected as the best value proposer.

On May 5, 2020, this Board authorized the issuance of purchase orders to One Workplace for the San Mateo County Health Campus project for furniture for the nursing wing ground floor and moving services to relocate staff in an amount not to exceed \$335,090. The current board item requests authority for new (additional) purchase orders in the amount of \$2,020,904.

DISCUSSION:

The San Mateo Health Campus Project is well underway. One Workplace has been working successfully with the PDU project team and the Medical Center and has been providing the necessary recommendations for furnishings for each of the 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, with appropriate pricing adjustments for escalation and inflation.

It is recommended that this Board authorize new purchase orders with One Workplace to plan, procure, install furniture, and provide associated moving services for the project in an amount not to exceed \$2,020,904. Approval will enable execution of purchase orders for identified scope and appropriate contingency for additional purchase orders for needs identified during execution and space occupation. It is anticipated that approximately 90% of the costs of the purchase orders will be paid for by the San Mateo Health Campus Upgrade Project Lease Revenue bond funds, with the remainder paid for by the San Mateo Medical Center.

The County Attorney 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 Lease Revenue Bond funds and the San Mateo Medical Center for these goods and services included in FY 2021-22 Adopted Budget.