



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY EXECUTIVE

**File #:** 22-545

Board Meeting Date: 7/12/2022

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Michael P. Callagy, County Executive  
Adam Ely, Project Development Unit Director

**Subject:** Purchase Orders with One Workplace for Office Furniture, Fixtures, and Equipment  
Purchases for the San Mateo County Navigation Center Project

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) The Director of the Project Development Unit, or designee, to execute new purchase orders with One Workplace to procure, furnish, and install furniture, and provide moving services for the San Mateo County Navigation Center Project in an amount not to exceed of \$700,000; and
- B) The Director of the Project Development Unit, or designee, to execute additional purchase orders and amendments to purchase orders in an amount not to exceed \$100,000 for a total maximum fiscal obligation of \$800,000.

**BACKGROUND:**

San Mateo County continues to face an unprecedented and growing shelter crisis with homelessness experienced in the County disproportionately by members of racial and other minority groups. In January 2022, this Board renewed its declaration that a shelter crisis exists in the County, authorizing the County Executive to take immediate and sustained action to address this crisis.

The County is addressing the crisis through its Functional Zero vision for ending homelessness, the goal of which is to ensure that every County resident experiencing homelessness can be safely sheltered in an emergency shelter or in temporary or permanent housing.

To reduce the number of unsheltered individuals, on October 5, 2021, this unanimously approved the San Mateo County Navigation Center Project (Project). The Project is under construction in Redwood City, with completion targeted for the end of 2022. The Navigation Center will provide 240 safe temporary living units and intensive on-site support services to individuals and couples experiencing homelessness.

**DISCUSSION:**

One Workplace has been working diligently with the Project Development Unit (PDU) project team and the Navigation Center Operator (Life Moves) and has been providing the necessary recommendations for furnishings for each of the programs, including but not limited to, sleeping units furniture, community room tables and chairs, conference room tables and chairs, dining hall furniture, office furniture (file cabinets, chairs, desks) and outdoor furniture. The selected items are industry-proven products and will provide years of use.

Pricing provided is pursuant to applicable General Service Administration offerings and/or the competitive selection process completed by the County and reflects the products and discounts offered through those sources.

PDU staff recommends 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 overall amount not to exceed \$800,000. 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 \$500,000 of the costs of the purchase orders will be paid for by a Federal Grant awarded to the County.

The County Attorney's Office has reviewed and approved the Resolution as to form.

**FISCAL IMPACT:**

The Project is funded from a combination of Federal, State, County, and philanthropic monies, including the Homekey Grant and a donation from the Sobrato Foundation. The costs of the furniture are included in the approved Project budget. There is no impact to the General Fund.