



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY EXECUTIVE

**File #:** 22-612

Board Meeting Date: 8/2/2022

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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 County Office Building 3 Project

### **RECOMMENDATION:**

Adopt a resolution authorizing the Director of Project Development Unit to execute purchase orders with One Workplace to plan, procure, furnish, and install furniture, and provide related moving services, for the County Office Building 3 Project in an amount not to exceed \$6,500,000.

### **BACKGROUND:**

The County Office Building 3 (COB3) project includes 208,000 square feet of office, administrative, and public space. This space will be equipped with quality furniture including seating, tables, desks, and filing cabinets.

Following a competitive Request for Qualifications and Request for Proposals process overseen by County procurement, an inter-departmental County committee selected One Workplace (OWP) as the best value provider of furniture planning, procurement, and installation services for new County projects.

Since that time, OWP has provided furniture planning, procurement, and/or installation support for multiple County projects including the Regional Operation Center, San Mateo County Health Campus, Cordilleras Health Campus, and Navigation Center.

### **DISCUSSION:**

OWP will provide necessary services and assist with the ordering and global delivery of furnishings for spaces within COB3.

In conjunction with County representatives and the architect, OWP has been working to identify, price, and select the necessary furnishings for the building. These furnishings include, *inter alia*, office, conference room, lobby, and outdoor furniture. The selected furnishings are industry-proven, task-appropriate, sustainable products that will provide years of use at a reasonable cost.

The selected furniture will be acquired utilizing pricing and/or discounts established through the County's competitive selection process and/or pursuant to other national, state, or municipal competitive purchasing solicitations existing at the time of purchase.

The resolution contains a standard provision authorizing additional purchase orders in an amount not to exceed an additional 10 percent in aggregate.

The County Attorney has reviewed and approved the resolution as to form.

**FISCAL IMPACT:**

The costs of the furnishings for COB3 will be paid from the FY 2022-23 Department Reserves as each Department residing in COB3 is responsible for their department furnishings. In addition, appropriations for the costs of furniture in all common spaces and public space will be included in the FY 2022-23 County Executive Office Budget.