



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** SHERIFF

**File #:** 23-132

Board Meeting Date: 3/14/2023

---

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

**To:** Honorable Board of Supervisors

**From:** Christina Corpus, Sheriff

**Subject:** Purchase Order with One Workplace for Office Furniture, Fixtures, and Equipment for the Sheriff's Headquarters Center

### **RECOMMENDATION:**

Adopt a resolution authorizing the Sheriff, or Sheriff's designee, to execute purchase orders with One Workplace to space plan, procure, furnish, and install furniture for the Sheriff's Headquarters Center Project in an amount not to exceed \$5,662,445.

### **BACKGROUND:**

In December of 2021, this Board approved the Sheriff's Headquarters Center Project. The project includes renovation of the Old Maguire Jail, originally built in 1988, and construction of a new fifth floor. While the Arrillaga Foundation is funding a large portion of this renovation project, the County is responsible for the purchase of furniture, fixtures, and equipment.

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, including the Sheriff's Office, 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 selected as the best value proposer.

### **DISCUSSION:**

The Sheriff's Headquarters Center will house services such as Sheriff's Headquarters Patrol, Investigations Bureau, Records, Property and Evidence storage, Civil Enforcement, Jail Administration, Sheriff's Professional Standards, Sheriff's Fiscal Bureau, Technical Services Unit, Payroll Unit, and Sheriff's Executives.

One Workplace will provide necessary furnishings for each of these programs, including but not limited to, conference room tables and chairs, break room furniture, high density mobile shelving and secure evidence and property storage, staff lockers, office furniture (file cabinets, chairs, desks), 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. Where available, and lower than the rate obtained by County through its RFP, pricing will be provided at United States General Services Administration ("GSA") rates.

It is recommended that this Board authorize the execution of purchase orders with One Workplace to plan, procure, and install furniture for the project in an amount not to exceed \$5,662,445. This amount includes the cost of identified furniture plus a 10% contingency which will enable execution of additional purchase orders for needs identified during execution and space occupancy.

**FISCAL IMPACT:**

Partial funding for the purchase orders with One Workplace has been included in the Sheriff's Office FY 2022-23 Adopted Budget, with the remainder to be included in the FY 2023-24 Recommended Budget.