



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY EXECUTIVE

**File #:** 23-457

Board Meeting Date: 6/13/2023

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

**To:** Honorable Board of Supervisors

**From:** Michael P. Callagy, County Executive  
Sam Lin, Interim Director Project Development Unit

**Subject:** Additional Purchase Orders with One Workplace for Office Furniture, Fixtures, and Equipment Purchases for County Office Building 3

### **RECOMMENDATION:**

Adopt a resolution authorizing the Director of Project Development Unit, or designee, to execute additional 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 \$2,800,000.

### **BACKGROUND:**

The County Office Building 3 (COB3) project includes 208,000 square feet of high-quality light-filled office, administrative, and public space. This space will be equipped with well-built and durable 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 Operations Center, County Navigation Center, Cordilleras Health Campus, and San Mateo Medical Center. Under resolution 079082, the Board authorized initial purchase orders for the COB3 project. This item authorizes purchase of the remaining scope.

### **DISCUSSION:**

The departments that will be occupying COB3 have completed their individual furniture selection. This finalization process included mock-up reviews, customization for each office type, and the selection of storage and common area furniture. The selected furniture reflects pricing of standard and customized selections and includes recent cost adjustments.

Approval of the resolution will enable timely execution of remaining purchase orders required to complete the furniture, fixtures and equipment needs for identified scope and provide appropriate County controlled contingency for other needs identified during execution and space occupation.

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

**EQUITY IMPACT:**

The County of San Mateo is dedicated to ensuring that all employees, including those with specialized access and functional workplace needs, have functional and ergonomically appropriate workspaces. The selected furniture has been individually reviewed by Departments to ensure it meets those needs.

**FISCAL IMPACT:**

The costs of the furnishings for COB3 will be paid from the FY 2022-23 and FY 2023-24 Department Reserves as each Department residing in COB3 is responsible for their department furnishings. In addition, appropriations for the costs of furniture in certain common spaces and public space will be included in the FY 2022-23 and FY 2023-24 County Executive Office Budget.