

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **JANUARY 23, 2006**

From: *MD*
JAMES DURFEE / MARY DIETRICH

Subject: **PROPERTY MANAGEMENT DIVISION – MODULAR FURNITURE**

ACTION REQUESTED / RECOMMENDATION: Authorize Procurement Services to issue a purchase order with the Keller Group for modular office furniture through the Master Services Agreement, in an amount not to exceed \$54,500 for the Property Management Division offices in Building 210 at the Placer County Government Center.

BACKGROUND: In late 2005, the Department of Facility Services embarked on a department-wide planning effort to enhance functional adjacencies and provide adequate work areas for staff. Through this process, staff determined that the Property Management Division should relocate from its remote location to the main building where most of Facility Services' offices are located. An important factor contributing to this decision included overcrowding in Property Management's existing office that was exacerbated the need to accommodate a new project manager hired last year. Detailed studies of the Property Management relocation project supported the CEO's office review of a CP-1 request and the appropriation of \$160,000 in the FY 2006/2007 Final Budget.

Included in this appropriation are monies for tenant improvements and modular furnishings. As proposed by the Keller Group, the furnishings include seven dedicated workstations, various shared work counters and shelving, conference tables, seating and filing systems. The proposed cost per workstation is consistent with other recent County projects. These furnishings are available at a total cost of approximately \$54,029 (including planning, delivery, installation and sales tax) through a Master Services Agreement that your Board authorized in 2005. Per the terms of the Master Services Agreement, system furniture orders are processed via purchase order and require Board of Supervisors approval for amounts over \$50,000.

Staff projects that this new space will be ready for occupancy in spring 2007, and consequently ordering the new modular furnishings is now required. To facilitate Property Management's relocation, it is requested that your Board authorize the Purchasing Manager to sign the required purchase order with the Keller Group, in an amount not to exceed \$54,500.

ENVIRONMENTAL CLEARANCE: Procurement of these furnishings is not a "Project" as defined by the California Environmental Quality Act, Section 15378, and is therefore not subject to environmental review.

FISCAL IMPACT: There is sufficient funding appropriated in the Dewitt Development Fund for this purchase.

JD:MD:MR:KJ

cc: COUNTY EXECUTIVE OFFICE
PROCUREMENT SERVICES

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