



Agenda Report

20-147

Agenda Date: 2/11/2020

REPORT TO COUNCIL

SUBJECT

Action on Amendment No. 1 to an Agreement for the Performance of Services with Alternative Office Solutions, Inc. to Provide Design, Installation and Reconfiguration of New and Existing Herman Miller Office Cubicles [Council Pillar: Manage Strategically Our Workforce Capacity and Resources]

BACKGROUND

In January 2018, staff issued a request for quotation for the design, installation, and reconfiguration of cubicles and to provide new office cubicles and furniture. Only one bid was received, and Alternative Office Solutions, Inc. was selected for a 33-month agreement. In April 2018, the City entered into a multi-year agreement up to a total amount of \$95,439.79 with Alternative Office Solutions, Inc. (AOSI). The agreement includes all appropriate prevailing wage language.

During 2018 and 2019, several reconfigurations of the office cubicles occurred. As of early January 2020, there is \$17,856.79 of funds available for performance of the required services for the remaining term of the contract which expires on December 31, 2020. AOSI has performed well under this agreement.

DISCUSSION

The current City Hall Complex lacks sufficient space for existing employees and improved workspace is needed to continue with service delivery levels. SVP has staff located at 1705 Martin Avenue, 881 Martin Avenue, 850 Duane Avenue, and at the City Hall complex at 1500 Warburton Avenue. The leased office space at 881 Martin has the capacity to support 130 or more staff and currently houses less than 100. Accordingly, the staff located at the City Hall Complex will be relocating to 881 Martin Avenue and additional funding will be required to reconfigure the existing space.

Staff requested AOSI to perform an analysis of the feasibility of providing suitable office cubicles at 881 Martin to accommodate SVP's City Hall staff. AOSI provided the cost for design, installation, reconfiguration of existing cubicles and providing new office cubicles and furniture. To complete this significant full office reconfiguration, the not-to-exceed compensation for the contract will increase by \$240,534.47 to a total of \$315,974.26

In anticipation of the Agreement with AOSI ending December 2020, staff will begin the Request for Proposal (RFP) process to ensure no disruption in work for future projects. The work contemplated in Amendment No. 1 is subject to prevailing wage requirements, as required in the Original Agreement.

ENVIRONMENTAL REVIEW

This action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably

foreseeable indirect physical change in the environment.

FISCAL IMPACT

The total cost of Amendment No. 1 to the Agreement for the Performance of Services with Alternative Office Solutions will increase the not-to-exceed compensation by \$240,534.47 to a total of \$315,974.26. Sufficient funds in the FY 2019/2020 Adopted Budget are available in the Electric Department Administrative Services program.

COORDINATION

This report has been coordinated with the Finance Department and City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Authorize the City Manager to execute Amendment No. 1 to an Agreement for the Performance of Services with Alternative Office Solutions, Inc. to increase the not-to-exceed compensation amount by \$220,534.47 to \$315,974.26 to provide design, installation and reconfiguration of new and existing Herman Miller office cubicles.

Reviewed by: Manuel Pineda, Chief Electric Utility Officer

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Amendment No. 1