



## Agenda Report

19-1089

Agenda Date: 11/5/2019

### REPORT TO COUNCIL

#### SUBJECT

Action on Amendment No. 1 to an Agreement with Advantage Office Solutions, Inc. for On-Call Furniture Moving and Cubicle Installation and Reconfiguration

#### BACKGROUND

The Department of Public Works Facility Services Division oversees maintenance and repairs for approximately 900,000 square feet of buildings throughout the City. In order to continue to provide services in a timely and efficient manner, DPW periodically uses various specialty contractors to assist with the workload.

A Request for Proposal (RFP) process was utilized to solicit proposals for on-call furniture and cubicle installation services. The RFP was advertised in January 2018 and four proposals were received and evaluated in February 2018. Advantage Office Solutions, Inc. was selected as the top ranked proposal for several reasons, including past performance, qualified staffing, experience, and cost. The scope of the Agreement with Advantage Office Solutions, Inc. (Attachment 1) provides on-call furniture and cubicle installation services for various projects within City buildings. The Agreement contains a section covering Prevailing Wages.

#### DISCUSSION

The original agreement was for three years and a total cost of \$90,000. The agreement amount was conservative and Amendment No. 1 (Attachment 2) is being proposed due to various departmental requests that have recently been made for services over the next fiscal year. Facility Services is currently working on numerous projects that will entail furniture moving and installation services and this volume was not contemplated in the original agreement. City Hall projects include the City Manager's Office, City Clerk's Office, Council Offices, City Attorney's Office, key customer service areas (Community Development, Human Resources, and Finance) and various meeting rooms. Additional projects under consideration include the Berman Building, Streets Corporation yard, SVP, as well as yet to be determined future projects. The goal of each project is to maximize space, customer service space, and accommodate additional staff.

Staff is recommending an increase to the existing Agreement with Advantage Office Solutions, Inc., for a total not-to-exceed amount of \$290,000.

#### ENVIRONMENTAL REVIEW

The action being considered is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15301 "Existing Facilities" as the activity consists of the restoration or rehabilitation of deteriorated or damaged structures, facilities, or mechanical equipment.

**FISCAL IMPACT**

The amount to be paid to Advantage Office Solutions, Inc. for on-call services over the three-year term of this agreement may not exceed \$290,000. This cost consists of the original \$90,000 service agreement, and an additional \$200,000 in requested funding to cover the anticipated expenses due to various pending projects. The estimated cost of services is based on past years' expenditures and estimated projected needs. For the current fiscal year, these costs were included in the FY 2019/20 and FY 2020/21 budget in the capital budget (Repairs - Modifications to City Buildings), the Department of Public Works Operating Budget and was included in other various department operating budgets. Subsequent years will be subject to future budget appropriations.

**COORDINATION**

This report has been coordinated with the Finance Department and the 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) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

1. Approve and authorize the City Manager to execute Amendment No. 1 with Advantage Office Solutions, Inc. for on-call furniture and cubicle installation services for an amount not-to-exceed \$290,000, subject to future budget appropriations; and
2. Authorize the City Manager to make minor modifications to Amendment No. 1, if necessary; and
3. Authorize the City Manager to extend the term of the agreement with no increase in compensation in the event that the work is not completed by the agreement end date.

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Agreement with Advantage Office Solutions, Inc.
2. Amendment No. 1 with Advantage Office Solutions, Inc.