

**BOARD OF SUPERVISORS  
FINANCE/GOVERNMENT OPERATIONS AND  
ECONOMIC DEVELOPMENT COMMITTEE  
ACTION ITEM**

**SUBJECT:** **AWARD AUTHORITY INCREASE/Modular Office Systems**

**ELECTION DISTRICT:** Countywide

**CRITICAL ACTION DATE:** July 12, 2016

**STAFF CONTACTS:** Ernest Brown, General Services  
Andy Bollinger, General Services  
Philip Butterfass, Finance and Procurement

**PURPOSE:** To increase the contract award authority of the current Modular Office System contract.

**RECOMMENDATION:** Staff recommends the Finance/Government Operations and Economic Development Committee (FGOEDC) authorize the Purchasing Agent to increase the award authority of the contract for Modular Office Systems in the amount of \$550,000, for a new total of \$2,450,000.

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**BACKGROUND:** On October 12, 2012, Fairfax County, on behalf of participants in the Metropolitan Washington Council of Governments and other state and local jurisdictions located throughout the United States, awarded contracts to multiple vendors for Office Furniture and related Services and Solutions as a result of a Request for Proposal. This contract allows for vendors to provide pricing based on national sales volume, not local sales volume.

The County has been a participant with this contract since January 3, 2013. The current contract expires December 31, 2016 with four additional one-year renewal options available.

On February 11, 2016, the Finance/Government Operations and Economic Development Committee (FGOEDC) authorized the Purchasing Agent to increase the award authority for this contract in the amount of \$1,000,000, for a new total of \$1,900,000 to complete the following projects:

- Relocation of the Department of Economic Development to Loudoun Station;
- Expansion of the County Attorney's Office;

- Reconfiguration of various departments on the Government Center’s 4<sup>th</sup> floor; and
- Relocation of the Department of Transportation and Capital Infrastructure to 101 Blue Seal Drive;

To date approximately \$1,857,012 has been expended under the current contract period.

Staff needs to increase the current award authority of \$1,900,000 by an additional \$550,000, for a total award authority of \$2,450,000 to complete the following funded projects:

- Reconfiguration of the Department of Building and Development Service Center;
- Relocation of the Department of Finance and Procurement, Procurement Division ;
- Expansion of the Treasurer’s Office;
- Relocations of the Department of Management and Budget; and
- Reconfiguration and renovation of various departments in County facilities.

The contract provides for the purchase and installation of modular office systems for newly constructed buildings, renovated buildings, leased buildings, modifications and work station reconfiguration resulting from programmatic changes. It also provides for freestanding furniture, chairs, benches, desks, bookcases and other office furniture.

**ISSUES:** The County uses modular office systems extensively to satisfy programmatic needs by creating efficient and flexible office environments. A majority of County facilities use modular office systems in both owned and leased space. When new space is furnished or existing space remodeled, the primary means of outfitting is to use modular office systems because it is appropriate, functional and cost effective for the majority of staff positions. The increased contract award authority is essential to provide modular office systems when required due to relocations, programmatic changes or the addition of new staff.

This increase requires approval of the FGOEDC as the contract authority was previously authorized by the FGOEDC and the Board of Supervisors (Board). Per the Procurement Resolution, if a contract was awarded, renewed, or amended by the Board, any increases above 25% of the original award require approval by the FGOEDC. This requested increase represents a nearly 29% increase above the original award.

**FISCAL IMPACT:** Sufficient funding is available in the Department of General Services Adopted FY 2017 operating budget and Board adopted appropriations to the Capital Fund to cover the \$550,000 increase in the award authority. No additional funding is being requested with this item.

**ALTERNATIVES:**

1. Authorize the Purchasing Agent to increase the award authority of the contract for Modular Office Systems in the amount of \$550,000 for a new total of \$2,450,000.
2. Do not authorize the contract award authority increase and direct staff how to proceed. However, this alternative is not recommended by staff since it could delay projects.

**DRAFT MOTIONS:**

1. I move that the Finance/Government Operations and Economic Development Committee authorize the Purchasing Agent to increase the award authority of the contract for Modular Office Systems in the amount of \$550,000 for a new total of \$2,450,000.

OR

2. I move an alternate motion.