

Date of Meeting: November 15, 2016

4

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

SUBJECT: CONTRACT RENEWAL/Modular Office Systems

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: November 15, 2016

STAFF CONTACTS: Andy Bollinger, General Services
Ernest N. Brown, General Services
Ravi Palaniandy, Finance and Procurement

PURPOSE: To renew the current contract for Modular Office Systems.

RECOMMENDATION: Staff recommends the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to renew the contract for Modular Office Systems with Knoll Inc. in the amount of \$1,000,000.

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 period ends on December 31, 2016 with four (4) additional one-year renewal options available.

On February 11, 2016, the 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 Department of Economic Development's relocation to Loudoun Station, County Attorney's Office expansion, reconfiguration of various departments on the Government Center's 4th floor and Department of Transportation and Capital Infrastructure's relocation to 101 Blue Seal Drive.

On July 12, 2016, the FGOEDC authorized the Purchasing Agent to increase the award authority for this contract in the amount of \$550,000, for a new total of \$2,450,000 to complete

reconfiguration of the Department of Building and Development's Service Center, Procurement Office's relocation, Treasurer's Office expansion, 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 functional, interchangeable and cost effective for the majority of staff positions. Renewal of this contract is essential to provide modular office systems when required due to relocations, programmatic changes or the addition of new staff.

FISCAL IMPACT: Funding for modular office systems is available through capital project appropriations found within the Capital Improvement Program (CIP) for new facility construction, new building acquisitions, and planned major facility renovations. Other funding comes from the Department of General Services' operating budget. Sufficient funding is available within the FY 2017 Adopted Department of General Services' operating budget and the county's CIP budget.

ALTERNATIVES:

1. Recommend to the Board that the Purchasing Agent be authorized to renew the contract for Modular Office Systems with Knoll Inc. in the amount of \$1,000,000.
2. Do not recommend the contract renewal and direct staff on how to proceed. However, this alternative is not recommended by staff since it could delay office renovation projects.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contract for Modular Office Systems with Knoll Inc. in the amount of \$1,000,000.

OR

2. I move an alternate motion.