

**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: February 11, 2016

STAFF CONTACTS: Ernie 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 \$1,000,000, for a new total of \$1,900,000.

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 expires December 31, 2016 with four additional one-year renewal options available. Staff needs to increase the current award authority of \$900,000 by \$1,000,000, for a total award authority of \$1,900,000 to complete the following funded projects:

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

- reconfigurations in the vacated space at 801 Sycolin Road for FREM; and
- changes to 906 Trailview Court; and other smaller renovations projects.

Staff originally awarded this contract under staff authority on January 3, 2013 in the amount of \$500,000. Staff brought forth an item to the September 18, 2013 Board of Supervisors meeting to increase the award authority from \$500,000 to \$900,000 due to the following requirements:

- relocate the Sheriff's office to 803 Sycolin;
- the relocation of the Young Adults Program;
- renovation of part of Family Services;
- relocation of a portion of the Department of Transportation, Construction and Infrastructure to 801 Sycolin Road; and
- the consolidation of General Services from three floors to one floor at 801 Sycolin Road.

To date approximately \$871,000 has been spent under the current contract period.

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 extensively uses modular office systems to satisfy programmatic needs by creating efficient, 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. 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.

FISCAL IMPACT: Sufficient funding is available in the County's adopted FY 2016 and proposed FY 2017 Department of General Services operating budgets and Board adopted appropriations to the capital projects fund to cover the \$1,000,000 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 \$1,000,000 for a new total of \$1,900,000.

OR

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 \$1,000,000 for a new total of \$1,900,000.

OR

2. I move an alternate motion.