



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 03/02/2021

ITEM NO: 3

DATE: February 24, 2021

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Authorize the Town Manager to Execute a Purchase and Service Agreement with Solutions Office Interiors, Inc. for the Purchase and Installation of Office Furniture for the Corporation Yard Building Replacement and Engineering Tenant Improvement Project (18-821-2302) in an Amount Not to Exceed \$108,000 Including Contingencies.

RECOMMENDATION:

Authorize the Town Manager to execute a Purchase and Service Agreement (Attachment 1) with Solutions Office Interiors, Inc. for the Corporation Yard Building Replacement and Engineering Tenant Improvement Project (18-821-2302) in an Amount Not to Exceed \$108,000 including contingencies.

BACKGROUND:

The Town's adopted 2018/19 Capital Improvement Program Budget designates funding for Town projects, including Project 821-2302, Corporation Yard Building Replacement. This is a two phased project that will convert current warehouse space to office space and then replace an old portable building that currently houses staff with a steel storage building at the northwest corner of the Parks and Public Works (PPW) corporation yard on Miles Avenue.

On October 2, 2018, the Town Council authorized the Town Manager to execute an agreement with Cuschieri Horton Architects for the Design of Corporation Yard Building Replacement and Engineering Tenant Improvement project.

On August 18, 2020, the Town Council authorized the Town Manager to execute Construction contract with DesignTek Consulting Group, LLC. for the construction of Phase 1 of the project

PREPARED BY: Matt Morley
Parks and Public Works Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

PAGE 2 OF 3

SUBJECT: Corporation Yard Building Replacement and Engineering Tenant Improvement
Project (18-821-2302)

DATE: February 24, 2021

BACKGROUND (continued):

which includes tenant improvements of Engineering staff offices and conversion of warehouse space into staff office space. The Phase 1 construction work is underway and is expected to be completed in May

DISCUSSION:

Once the construction work is complete, furniture needs to be purchased and installed for staff offices. PPW issued a Request for Proposals (RFP) inviting 10 vendors for contract furniture configuration services for design, materials, delivery, and installation for the Engineering and Maintenance staff offices.

Four vendors responded to the RFP and Solutions Office interiors was selected based on being the most qualified and having the lowest priced proposal. Solutions Office Interiors worked with Department staff to design a furniture layout for the office space under a design agreement executed in February 2020.

The design is complete and approved by Town staff, and the selected furniture needs to be ordered to enable timely delivery and installation.

CONCLUSION:

Approval will allow for the upfit of cubicle office space in the engineering building.

SUBJECT: Corporation Yard Building Replacement and Engineering Tenant Improvement
Project (18-821-2302)

DATE: February 24, 2021

FISCAL IMPACT:

Sufficient funds exist in the project budget for this contract.

Building Replacement at Corporation Yard Project 821-2302		
	Budget	Costs
GFAR	\$1,165,800	
Total Budget	\$1,165,800	
Construction (Including Contingencies)		\$750,315
Consultation Services (Expense + Encumbrance)		\$204,484
Solutions Office Interiors		\$108,000
Other Construction		\$39,396
Modular Unit Rental		\$10,637
Construction Inspection		\$7,443
Equipment Acquisition/Installation		\$6,055
Blueprint/Copy/Postage		\$1,772
Advertising		\$1,064
Total Expenditures		\$1,126,331
Remaining Budget		\$39,469

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Purchase and Service Agreement
2. Exhibits A and B to the Purchase and Service Agreement