



# OPERATIONS COMMITTEE

Administration Building  
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## Agenda Report

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**File #:** 2023-2909

**Agenda Date:** 4/26/2023

**Agenda Item No:** 7.

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**FROM:** Robert Thompson, General Manager  
Originator: Mike Dorman, Acting Director of Engineering

**SUBJECT:**

### **FURNITURE, FIXTURES, AND EQUIPMENT PURCHASE FOR HEADQUARTERS COMPLEX AT PLANT NO. 1, PROJECT NO. P1-128A**

#### **GENERAL MANAGER'S RECOMMENDATION**

##### RECOMMENDATION:

- A. Approve a Purchase Order Contract to GM Business Interiors (GMBI) for the purchase of furniture, fixtures, and equipment for the Headquarters Complex at Plant No. 1, Project No. P1-128A, utilizing the County of Orange Regional Cooperative Agreement No. RCA-017-22010154 for a total amount not to exceed \$3,907,183 including freight and sales tax; and
- B. Approve a contingency of \$39,072 (1%).

#### **BACKGROUND**

Orange County Sanitation District (OC San) is constructing a new Headquarters Complex project under Project No. P1-128A. The new headquarters building will require furniture, fixtures, and equipment (FFE) which were intentionally not included in the primary construction contract and were planned as a separate, coordinated effort. The FFE includes items such as desks, chairs, and cabinets. The P1-128A design consultant, HDR Engineering, assisted in the FFE design to ensure the items selected are cohesive with the aesthetic of the new building and meet quality standards.

#### **RELEVANT STANDARDS**

- Ensure the public's money is wisely spent
- Provide a safe and collegial workplace
- Maintain positive employer-employee relations

#### **PROBLEM**

The new headquarters building requires FFE to be functional. Staff will not be able to use the new building if FFE is not purchased.

## **PROPOSED SOLUTION**

Approve a purchase order contract for FFE for Headquarters Complex at Plant No. 1, Project No. P1-128A.

## **TIMING CONCERNS**

The FFE must be installed by December 2023 to maintain the project schedule and allow staff to occupy the new building.

## **RAMIFICATIONS OF NOT TAKING ACTION**

The move into the new building will be delayed.

## **PRIOR COMMITTEE/BOARD ACTIONS**

N/A

## **ADDITIONAL INFORMATION**

At the beginning of 2022, OC San engaged three (3) different furniture dealers that currently have active cooperative agreements that OC San can utilize for this type of purchase in accordance with OC San's Purchasing Ordinance. In March 2022, staff conducted showroom tours of all three companies and subsequently worked with each to provide mockups of the potential cubicle and office layouts. The mockups were available onsite in August 2022 for employees to review and provide feedback. All three companies met the quality and needs for the new headquarters building.

OC San requested proposals on December 28, 2022 from all three companies. The proposals were reviewed and evaluated, and follow-up showroom visits were conducted to confirm the quality of selections. GMBI provided the most competitively priced proposal that met the needs and quality for the furniture requirements. The next lowest proposal that also met OC San's needs was more than a million dollars higher than GMBI's. OC San will work with GMBI under the County of Orange Regional Cooperative Agreement Number RCA-017-22010154, which was awarded by the County of Orange using a competitive bid process comparable to OC San's and vetted by OC San's Purchasing Division.

## **CEQA**

The Headquarters Complex project is included in the Addendum to the City of Fountain Valley "Fountain Valley Crossings Specific Plan" Program Environmental Impact Report, State Clearinghouse No. 2015101042.

## **FINANCIAL CONSIDERATIONS**

This request complies with the authority levels of OC San's Purchasing Ordinance. This item has been budgeted (Adopted Budget, Fiscal Years 2022-2023 and 2023-2024, Section 8, Page 55, Headquarters Complex, Project No. P1-128) and the budget is sufficient for the recommended action.

**ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

N/A

AB:jw