

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

202



**FROM:** Facilities Management and Human Resources

**SUBMITTAL DATE:**  
July 17, 2008

**SUBJECT:** County Administrative Center 7<sup>th</sup> Floor Renovation

**RECOMMENDED MOTION:** That the Board of Supervisors approve a sole source award to GM Business Interiors of Riverside, California for systems and office furniture in the amount of \$822,494.94, and authorize the Director of County Purchasing to execute the agreement on behalf of the County.

**BACKGROUND:** GM Business Interiors is a pre-approved furniture vendor through County Purchasing and is recognized for their experience with the County. During the project's programming phase, it was determined that more workstations would be required on the 7<sup>th</sup> floor to accommodate Human Resource's growth. The furniture design selected to best fit the needs of Human Resources is Herman Miller My Studio systems furniture.

(Continued)

  
Ron Komers, Assistant CEO/HR Director  
Human Resources Department

  
Robert Field, Director  
Department of Facilities Management

<b>FINANCIAL DATA</b>	<b>Current F.Y. Total Cost:</b>	\$ 822,495	<b>In Current Year Budget:</b>	Yes
	<b>Current F.Y. Net County Cost:</b>	\$ 822,495	<b>Budget Adjustment:</b>	No
	<b>Annual Net County Cost:</b>	\$ 0	<b>For Fiscal Year:</b>	08/09

<b>SOURCE OF FUNDS:</b> Capital Improvement Program (CIP) Fund, Department Budget, Department Savings Retention Plan (BSRP)	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
Jennifer L. Sargent

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dep't Recomm.:  
Per Exec. Ofc.:


Prev. Agn. Ref.: 3.5, 4/29/08; 3.71, 12/18/07; 3.23, 10/30/07; 3.24, 10/16/07; 3.19, 9/18/07; 3.9, 6/19/07; 16.3, 5/3/05

District: 2

Agenda Number:

3.72

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

PURCHASING & FLEET SERVICES:   
Robert Howdysnell, Director

Departmental Concurrence

Reviewed by  
CIP TEAM

Christopher Hans

**BACKGROUND:** (Continued)

The Human Resource Department would like to select GM Interiors for the supply and installation of Herman Miller My Studio system's and ancillary office furniture. The use of My Studio will utilize less square footage space to fit more workstations on the 7<sup>th</sup> floor to meet Human Resource's staffing requirements, provide future cost savings to the County, and is within the County's pricing standards.

My Studio also offers privacy shutters and tracked entry doors on each workstation that will allow privacy for confidential conversations and work tasks. Supply of a novel or unique product is acceptable per Public Contract Code Section 3400 which states in part: In those cases involving a unique or novel product application required to be used in the public interest, or where only one brand or trade name is known to the specifying agency, it may list only one.

**FINANCIAL IMPACT:**

Some of the costs associated with this project (33.33%) are funded by the Capital Improvement Program (CIP) fund; however, the costs have been set aside and budgeted for this project; therefore, no additional Net County Cost will be incurred as a result of this agreement.

Date: July 17, 2008

From: Ron Komers Department/Agency: Human Resources

To: Board of Supervisors

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for Office Furniture

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

Supply/Service being requested: System's Office Furniture

Supplier being requested: GM Business Interiors

Alternative suppliers that can or might be able to provide supply/service: System's Source (Knoll)

Extent of market search conducted: Research conducted with County's award designer FPM - Heery.

Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide: Thin panel systems to provide more furniture per square foot of office space.

Reasons why my department requires these unique features and what benefit will accrue to the county: HR increased current and future staffing requirements. This will provide future cost savings to the County as more furniture and staff can be situated in less office space.

Price Reasonableness: Estimated to be at or below Federal General Services Administration's pricing.

Does moving forward on this product or service further obligate the county to future similar contractual arrangements? No.

  
\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Purchasing Agent

*[Handwritten Signature]*

Date

*7/17/08*