



**NEVADA
COUNTY**
CALIFORNIA

Information and General Services Agency

Information Systems
Geographic Information Systems
Facilities Management

Emergency Services
Central Services
Cable Television

Purchasing
Airport
Library

NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: February 11, 2024

TO: Board of Supervisors

FROM: **Justin Drinkwater, Director of Facilities**

SUBJECT: Resolution authorizing the modular furniture purchase and installation over two fiscal years from Walker's Office Supplies for the Community Development Agency office remodel project in the amount not to exceed \$410,000 from Fiscal Year 2024-2025, approve a ten percent (10%) contingency in alignment with the Purchasing Policy if needed, and authorizing the Purchasing Agent to create a Purchase Order for this procurement.

RECOMMENDATION: Adopt the Resolution.

FUNDING: The furniture expense will be paid from the Facilities Management budget, with reimbursement from the Community Development Agency (CDA). Funding from CDA departments will be allocated based on department staff use of the 66 total units. Total cost per each workspace is approximately \$6,200. The Cannabis department received a grant in which \$50,000 will be allocated to this project. CDA departments have saved the funding for this project over the past few years and planned for it in the Fiscal Year 2024/2025 budget. A budget amendment is not required and there is no impact to the General Fund.

BACKGROUND: Nevada County Facilities Management Department oversees all capital facilities projects throughout the County and provides project management and oversight for each project.

In 2023/24, CDA began a capital project to support office reconfiguration to address necessary replacement of worn out flooring and office space needs due to changes in staffing over the past two decades. The reconfigured space would accommodate reorganizing and downsizing large cubical (modular furniture) spaces providing 14 more workstations, increasing commons spaces such as walkways to allow for proper ADA path of travel, and updating the existing flooring (which has exceeded its useful life) throughout. 8 of the additional office spaces will serve 5 CDA Departments (Ag, Code/Cannabis, Environmental Health, Planning and Public Works) plus CDA Administration and the other 6 additional workstations will accommodate flexible use for all of CDA (such as for temporary employees, interns, and staff on light duty). Currently and after the proposed reconfiguration, many office spaces will continue to be shared, and other facilities will continue to be utilized for office space (including the Nevada County Operations Center which currently includes 3 CDA Administrative staff).

Since the last significant update of the office space, almost 20 years ago, other departments and programs have been added to CDA including Cannabis and Agriculture and 12 additional positions in the past 4 years in various departments located at our Rood Center suite. While minor office reconfigurations have allowed us to accommodate the additional staff, several spaces are challenging due to their positioning and small size plus parts are no longer available for the current modular furniture anyway. Fortunately, the existing modular furniture will be able to be used elsewhere or will be surplus. Meanwhile, relocating certain departments or staff to other county facilities or leasing have also been considered but the cost (short term and long term) and the impact it would

have on customer service, plus the basic need to maintain the existing facility, resulted in the reconfiguration and flooring replacement to be the most cost-effective approach to maintain CDA's one-stop shop for community development services.

New modular office furniture is procured at a discounted rate by leveraging a co-operative competitively awarded agreement issued by the National Cooperative Purchasing Alliance under Contract No. NCPA 11-18 from Walker's Office Supplies, a Rocklin, CA based modular furniture provider.

Walker's Office Supplies has designed a comprehensive and accepted reconfiguration plan for the CDA capital project. The Department has been working with the Project Manager from Facilities to ensure all pieces of the project are being included such as computer and telephone relocations, flooring installation coordination and project execution to minimize staff work environment impacts during project rehab.

This resolution is specifically asking Board approval for the purchase of the modular office furniture.

The Nevada County Purchasing Policy Section 4.5(B) allows for purchases made from other public agencies competitive solicitations, or by use of Joint Powers Agreements, Cooperative Purchasing programs, Pooling Agreements, and other recognized types of agreements used by government agencies to combine agency requirements for purchases in order to obtain volume discounts.

The Board's approval is required to establish a purchase order (PO) in the amount not to exceed \$410,000 for Fiscal Year 2024/25. Funding for this work has been budgeted for the past two years in anticipation of the need to replace flooring that has exceeded its useful life and accommodate the necessary reconfiguration of office space. Expenses associated with the PO encumbered in FY 2024/25 will occur over two fiscal years for 3 phases of the work in order to minimize impacts on staff and customer service.

Purchasing Policy Section 7.3(D) allows for change orders, alterations, or addenda to a Board of Supervisors' approved contract that changes or amends the contract in an amount that is not more than ten percent (10%) of the Board-approved amount.

Item Initiated by: Teal Marich, Administrative Analyst I – Facilities Management Department

Approved by: Justin Drinkwater, Director of Facilities Management

Submittal Date: January 24, 2025