



Monterey County

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Report

Legistar File Number: 16-530

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Current Status: Consent Agenda

Matter Type: General Agenda Item

Approve and authorize the Contracts/Purchasing Manager or Contracts/Purchasing Supervisor to execute retroactive contracts for \$7,500 with Griffin Carpet DBA Wheeler's Flooring, \$5,910.34 with Johnson Engineered Systems for low voltage wiring and \$7,815.69 with Neil Sheldon Njaa DBA AA Glass for a glass security window (total of \$21,226.03) for the Monterey County Sheriff's Office for costs incurring during a departmental relocation of personnel.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Approve and authorize the Contracts/Purchasing Manager or Contracts/Purchasing Supervisor to execute retroactive contracts for \$7,500 with Griffin Carpet DBA Wheeler's Flooring, \$5,910.34 with Johnson Engineered Systems for low voltage wiring and \$7,815.69 with Neil Sheldon Njaa DBA AA Glass for a glass security window (total of \$21,226.03) for the Monterey County Sheriff's Office for costs incurring during a departmental relocation of personnel.

SUMMARY:

The Monterey County Sheriff's Office has numerous units reporting to one (1) Chief Deputy in charge of Administration Bureau. One of these units, the Civil Unit was housed on a separate floor (basement level) in the rear of the Public Safety Building, making access for the public difficult and confusing. The decision was made to move the Civil Unit, payroll, accounting, and workers compensation from their present locations in the Public Safety Building to a collocated work area to improve access to the public to for all units, and to allow for better coverage and coordination among all units.

DISCUSSION:

This project was necessary for many reasons. First, public access to both Accounting and Civil Units was not optimal. Accounting staff had to be contacted by Reception to come to the front of the building to ascertain what issue they needed to address and often had to return to their office to retrieve needed documents to assist vendors/members of the public. The Civil Unit was located in the basement, with a separate parking lot and entrance from the main building, and the public had difficulty locating this office.

A relocation plan building wide was reviewed and a decision was also made to move the Professional Standards and Training units closer to the Executive Management Team. To facilitate this move, Accounting, Workers Compensation and Payroll were slated to exchange work areas with the Professional Standards/Training Units, and Civil would also relocate upstairs to the former Professional Standards/Training area. There were no renovations done to

relocate the Professional Standards and Training units; they were able to utilize existing office spaces vacated by the Accounting, Workers Compensation and Payroll staff.

The staffing relocation project began when furniture was ordered using CMAS Contract #4-11-71-0121A as per Quotes 17852 and 17480 to secure the needed modular and ergonomic equipment for staff. The Sheriff's Office placed the customized order for the equipment which took a few months to build and at that point, the project became tied to an estimated delivery date which did not have much flexibility. The room had to be prepared to receive the furniture and some work was necessary to achieve this.

The carpet type was chosen and pricing quotations obtained from two vendors (low quote \$7,500). A quote to supply power to the modular units was obtained from a vendor meeting the County's information cabling standards (low quote \$ 5,910.34). A glass security window had to be installed in an existing opening in the front reception wall area, and two quotes were obtained for this work (low quote \$ 7,815.69).

Previously, County regulations allowed for carpeting and cabling and minor installations under ten thousand dollars (\$10,000) be accomplished by obtaining two quotes and completing a service contract. At this point, some key personnel were out of the office due to family emergency and illness, and the Management Analyst temporary retiree was at the end of the allowed 960 hours per year of work. The work proceeded, without adherence to the County's new Works of Public Improvement policy, because parties placing the orders were unfamiliar with the changes.

The wiring and carpeting have been completed, and the window is in the process of installation. Civil Unit staff cannot be relocated until their window is installed and the vendors must be paid, as they completed the work.

All staff involved in the purchasing and decision making process will be in-serviced on the County's new policy and a copy will be distributed to line staff members as well. This should prevent a reoccurrence of this issue in the future.

OTHER AGENCY INVOLVEMENT:

County Counsel has provided advice as to how to proceed with this process and has supplied us with the policy regarding Works of Public Improvement.

FINANCING:

There will be no increase in the General Fund Contribution as a result of the recommendation. The move is being financed from Civil Unit's special revenue fund, 020-2774. The fund's current balance is approximately \$460,000 and an additional board action will be brought forth to request to increase appropriations and revenues at a later time to include all expenses incurred for the project.

Prepared by: Nina Ryan, Management Analyst x3708

Approved by: Steve Bernal, Sheriff-Coroner x3725

Attachment:

Agreement between County of Monterey and Griffin Carpet

Agreement between County of Monterey and AA Glass Shop

Agreement between County of Monterey and Johnson Engineered Systems