



# Monterey County

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## Board Report

Legistar File Number: 14-1314

December 02, 2014

**Introduced:** 11/25/2014

**Version:** 1

**Current Status:** Agenda Ready

**Matter Type:** General Agenda Item

Approve and authorize the Contracts/Purchasing Officer to execute an agreement with S&B Consulting, Inc. in the amount of \$200,000.00 for the period of December 10, 2014 to December 9, 2017 to lead and facilitate the 1441 & 1488 Schilling Place Relocation Project.

### RECOMMENDATION:

It is recommended that the Board of Supervisors approve and authorize the Contracts/Purchasing Officer to execute an agreement with S&B Consulting, Inc. in the amount of \$200,000.00 for the period of December 10, 2014 to December 9, 2017 to lead and facilitate the 1441 and 1488 Schilling Place Relocation Project.

### SUMMARY/DISCUSSION:

The Standard Agreement with S&B Consulting, Inc., hereinafter "Contractor", provides for the Contractor to lead and facilitate the safe, organized, and successful relocation and design of designated Monterey County departments and related furniture and equipment to the Schilling Place buildings.

Contractor will meet on a regular basis with the County Administrative Office to provide project updates, schedule budget reviews, and obtain required approvals. Contractor will collaborate with various user groups (e.g. RMA, IT, Health, Purchasing...) to insure safe, organized and successful relocation of their operations. Contractor shall identify needs; develop project schedule and timelines and report back to users and administration on these findings.

Contractor will work with County Contracts/Purchasing to create Requests For Proposals, bids and contracts for vendors and contractors as required (e.g. inspect warehouse racks, frame-in new office door, moving company, etc.). The main purpose for all contractors' activities will be to facilitate the relocation and occupancy of the Schilling Place Buildings including agreements/contracts for vendors/contractors required to operate the cafeteria, child care center, gym and other Schilling Place building amenities. Contractor shall act as a facility utilization manager during any and all tenant improvements.

Contractor will meet, collaborate and work with the County Architectural Services staff to facilitate, create and insure the relocation project meets all necessary and required space utilization practices and standards, building codes and best practices.

### OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and Auditor-Controller's Office have reviewed and approved the Agreement as to form and fiscal provisions, respectively.

### FINANCING:

Sufficient appropriations are available under the Facility Utilization Program project budget (404-3000-8174-885906) to finance this Agreement.

Prepared by: Tom Skinner, Management Analyst II, Contracts/Purchasing, (831) 784-5791

Approved by:

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Mike Derr x4992  
Contracts/Purchasing Officer

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Dewayne Woods x5309  
Assistant County Administrative Officer

Dated: November 24, 2014

Attachment: Standard Agreement with S&B Consulting, Inc.

(Attachment on file with the Clerk of the Board.)