

Memorandum

Agenda Item 2b

TO: Bay Area Headquarters Authority

DATE: April 17, 2019

FR: Executive Director

W. I. 9144

RE: Contract Amendment - Furniture Procurement Services: KBM Office Equipment Inc. (\$300,000)

This memorandum requests Authority approval to enter into a contract amendment with KBM Office Equipment Inc. (KBM-Hogue) for the procurement of office, public space, and other ancillary furniture for the build-out of the Large Retail space at the Bay Area Metro Center at 375 Beale Street, San Francisco.

Background

After a competitive procurement, the Authority authorized a 10-year contract with KBM-Hogue on June 25, 2014 for an amount not to exceed \$500,000 for Phase I professional services costs related to the design of new office furniture for the agency offices in the base building build-out. The contract was amended on April 22, 2015, August 14, 2015, and June 5, 2017 for a total amount not to exceed \$6,000,000 for the acquisition, delivery and installation of furniture in offices and previously un-programmed spaces, conference rooms and public spaces at 375 Beale Street.

The proposed amendment would add an additional \$300,000 for furniture design, procurement, delivery and installation for the Large Retail space build-out. Staff intends to select furniture to support reconfigurable setups, similar to those presented to the Authority at its July 2018 meeting. Funding for the project is included in the FY 2018-19 BAHA Capital budget. Neither KBM-Hogue nor its subcontractor are small business enterprises or disadvantaged business enterprises.

Recommendation

Staff recommends that the Authority authorize the Executive Director or designee to negotiate and enter into a contract amendment with KBM-Hogue to add an amount not to exceed \$300,000 for the design, procurement, delivery and installation of furniture at 375 Beale Street for the Large Retail space build-out.


Therese W. McMillan

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REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Contract Amendment

Consultant:	KBM Office Equipment Inc. dba KBM-Hogue San Francisco, CA
Work Project Title:	375 Beale Street Furniture Dealer/Manufacturer Services
Purpose of Project:	Provide services to design, procure and install office, public space and other ancillary furniture for 375 Beale Street
Brief Scope of Work:	Provide services related to the procurement of new office and other ancillary furniture for the 375 Beale Street building.
Project Cost Not to Exceed:	\$300,000 (This amendment) \$6,000,000 (Current contract authorization before this amendment) \$6,300,000 (New total contract amount)
Funding Source:	BAHA FY 2018-19 Capital Budget
Fiscal Impact:	Funding is included in BAHA's FY 2018-19 Capital Budget
Motion by Authority:	That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with KBM-Hogue to add an amount not to exceed \$300,000 for the acquisition, delivery and installation of furniture at 375 Beale Street, as described above and in the Executive Director's memorandum dated April 17, 2019, and the Treasurer and Auditor is directed to set aside funds in the amount of \$300,000 for such contract amendment.

BAHA Chair:

Scott Haggerty

Approved:

Date: April 24, 2019