

Bay Area Headquarters Authority (BAHA)

December 20, 2023

Agenda Item 2c - 24-0095

Purchase Order Contract – Furniture Procurement Services: AAA Business Supplies & Interiors (\$500,000)

Subject:

Authorization to negotiate and enter into a Purchase Order (PO) contract in an amount not to exceed \$500,000, with AAA Business Supplies & Interiors (AAA) for the design, procurement and installation of ergonomic equipment, and other ancillary furniture, through June 30, 2025 at the Bay Area Metro Center (BAMC).

Background:

Under this proposed contract, AAA will design, procure, and install ergonomic equipment - sit stand desks - and other ancillary furniture in the BAMC space assigned to Metropolitan Transportation Commission (MTC) staff. The installation of ergonomic equipment is necessary to accommodate space sharing, which is now required due to the number of MTC staff now exceeding the total number of offices and workstations assigned to MTC within the BAMC located at 375 Beale Street, San Francisco.

BAHA is utilizing a procurement by Omnia Partners, a collaborative intergovernmental procurement vehicle, which satisfies the Bay Area Headquarters Authority's (BAHA's) competitive procurement requirements for this proposed contract.

The proposed PO contract will provide \$500,000 for design, procurement, and installation of ergonomic equipment, and other ancillary furniture.

Funds for this PO contract amendment are included in the FY 2023/24 Building Improvement Fund – Capital Budget.

AAA is not a small business enterprise or a disadvantaged business enterprise.

Issues:

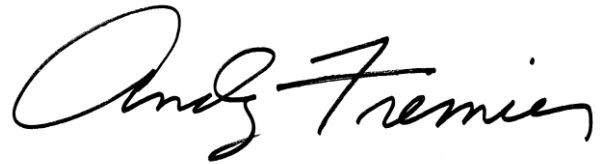
None.

Recommendation:

Staff recommends that the Authority authorize the Executive Director to negotiate and enter into a PO contract with AAA in an amount not to exceed \$500,000 for the design, procurement and installation of ergonomic equipment, and other ancillary furniture through June 30, 2025 at BAMC, located at 375 Beale Street, San Francisco, CA.

Attachments:

Request for Committee Approval – Summary of Proposed Contract



Andrew B. Fremier

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order (PO) Contract

Work Item No.: 9161

Consultant: AAA Business Supplies & Interiors (AAA)
San Francisco, CA

Work Project Title: 375 Beale Street Furniture Dealer/Manufacturer Services

Purpose of Project: Provide services to design, procure and install ergonomic equipment, and other ancillary furniture at BAMC located at 375 Beale Street, San Francisco

Brief Scope of Work: Provide services related to the procurement of ergonomic equipment and other ancillary furniture for the 375 Beale Street

Project Cost Not to Exceed: \$500,000

Funding Source: BAHA FY 2023-24 Capital Budget - Building Improvement Fund

Fiscal Impact: Funding is included in the FY 2023-24 BAHA Capital - Building Improvement Fund

Motion by Authority: That the Executive Director is authorized to negotiate and enter into a PO contract in an amount not to exceed \$500,000 with AAA for the design, procurement and installation of ergonomic equipment, and other ancillary furniture as described above and in the BAHA Summary Sheet dated December 20, 2023, and the Chief Fiscal Officer (CFO) is directed to set aside funds in the amount of \$500,000 for such PO contract.

BAHA Chair:

Alfredo Pedroza, Chair

Approved:

Date: December 20, 2023