



July 27, 2022

To: Finance and Administration Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: Amendment to Purchase Order for Modular Systems and Ancillary Furniture

Overview

In January 2020, the Orange County Transportation Authority Board of Directors approved a purchase order with Western Office Interiors to provide services for the purchase, installation, reconfiguration, and maintenance of modular systems and ancillary furniture at all work locations. An amendment is required to increase the existing purchase order for the purchase and installation of furniture for the Interstate 405 Customer Service and Operations Center office space.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 2 to Purchase Order No. C-9-1652 between the Orange County Transportation Authority and Western Office Interiors, in the amount of \$500,000, to provide for the purchase of modular systems and ancillary furniture for the Interstate 405 Customer Service and Operations Center. This will increase the purchase order to a total contract value of \$1,490,000.

Discussion

The Orange County Transportation Authority (OCTA) has negotiated a building lease for the Interstate 405 (I-405) Express Lanes offices which was approved by the OCTA Board of Directors (Board) in November 2021. The nearly 20,000-square foot customer service and operations center is expected to assist approximately 500 customers monthly. Additionally, the call center and traffic management operations, such as tow truck dispatch and storage, will also be working at the location. The space is proposed to accommodate roughly 100 employees who will work out of ten offices, 96 cubicles, one training room, two conference rooms, one mail room, reception space, and a walk-up customer service counter for four representatives.

Amendment to Purchase Order for Modular Systems and Ancillary Furniture *Page 2*

In order to meet the project timeline for the opening of the I-405 Express Lanes, staff has engaged in a significant amount of planning for the furniture designs with OCTA's current vendor, Western Office Interiors. However, the original contract approved by the Board did not assume any costs associated with the new customer service facility.

Staff is recommending an amendment of the current contract with Western Office Interiors to allow for appropriate lead times to furnish the newly leased office space that is expected to be completed by January 2023.

Procurement Approach

This procurement was originally handled in accordance with OCTA's Board-approved policies and procedures for materials and equipment greater than \$50,000. On January 13, 2020, the Board approved the award of the purchase order with Western Office Interiors, in the amount of \$990,000 for a two-year term. This purchase order has been previously amended as shown on Attachment A.

The proposed Amendment No. 2 will increase the purchase order amount by \$500,000, bringing the total purchase order amount to \$1,490,000, which will allow for the purchase of modular systems and ancillary furniture for the I-405 Customer Service and Operations Center. The rates for the proposed Amendment No. 2 will remain the same as negotiated in the original purchase order as firm-fixed rates.

Fiscal Impact

The project is included in OCTA's Fiscal Year 2022-23 Budget, Executive Office Division, Express Lanes Programs, account nos. 0037-A5310-1NX-7611 and 0037-A9510-4W4-9043, and is funded through the General Fund.

Summary

Staff requests Board of Directors' approval to authorize the Chief Executive Officer to negotiate and execute Amendment No. 2 to Purchase Order No. C-9-1652 between the Orange County Transportation Authority and Western Office Interiors, in the amount of \$500,000, to continue providing furniture services for the additional I-405 Express Lanes offices furniture purchase and installation of systems and ancillary furniture.

**Amendment to Purchase Order for Modular Systems and Page 3
Ancillary Furniture**

Attachment

- A. Western Office Interiors, Purchase Order No. C-9-1652 Fact Sheet

Prepared by:



Sara Belovsky
Section Manager,
General Services
714-560-5720

Approved by:



Andrew Oftelie
Chief Financial Officer,
Finance and Administration
714-560-5649



Pia Veesapen
Director, Contracts Administration and
Materials Management
714-560-5619