



Agenda Date: 2/8/2005
Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Nancy Watt - County Executive Officer
County Executive Office
REPORT BY: Nancy Oweong, Buyer II , 253-4476
SUBJECT: Amendment No. 1 for Agreement No. 4894 with Paula Stabler increasing rates for space planning services

RECOMMENDATION

County Executive Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 4894 with Paula Stabler to establish new rates effective February 1, 2005 for space planning services.

EXECUTIVE SUMMARY

Paula Stabler provides space planning and facilities/furniture coordination services on an as needed basis. Amendment No. 1 to Agreement No. 4894 establishes new rates for these services. Current rates have remained unchanged since December 2002.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Central Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Funding for this agreement has been allocated to Central Services for Fiscal Year 04-05, budget unit 17800, and in the operating budgets of other County Departments who may utilize these services. There is no fixed obligation to utilize these services.

Ms. Stabler's original rates were set below market conditions and have

remained unchanged since December 2002. The proposed new rates rates are still approximately 10% below what the County would have to pay for the same services from franchised furniture providers. Furthermore, the County now has to compete for the contractor's services with Marin and Sonoma Counties.

Is the general fund affected?	Yes
Future fiscal impact:	These services will be utilized on an as needed basis in future fiscal years and will be budgeted accordingly.
Consequences if not approved:	The County would be in an uncompetitive position relative to Sonoma and Marin Counties, which compete with Napa County for Ms. Stabler's services.
Additional Information:	None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: General Rule. It can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)].

BACKGROUND AND DISCUSSION

The County has contracted with Paula Stabler to provide space planning and facilities/furniture coordination services for County departments for several years. The County utilizes these services on an as needed basis when space planning or significant furniture purchase and reconfigurations are required. Services provided include computer aided design (CAD) for work space and office configurations, office furniture purchase and installation consulting services, development of county-wide furniture standards, and services related to reusing surplus office systems furniture.

The initial agreement with Ms. Stabler, which was executed under the Purchasing Agent's award authority, limited the total compensation for services to an amount not to exceed \$10,000, pursuant to the County's purchasing code. Subsequently, a new agreement (No. 4894), with a limit on total annual compensation of \$25,000, was approved by the Board of Supervisors in December 2002. Compensation is based on services actually rendered. The agreement term renews automatically at the beginning of each fiscal year unless either party should provide sixty days written notice of intent not to renew. Rates were set at \$35 per hour for CAD and \$45 per hour for other space planning services. These rates have remained unchanged since December 2002. Under the agreement, Ms. Stabler, who maintains her office in Santa Rosa, receives no reimbursement for travel expenses.

Ms. Stabler has requested an amendment to Agreement No. 4894 increasing her rates to \$48 per hour for CAD and \$58 per hour for other space planning services. Space planning rates offered by franchised furniture vendors, which the County utilized prior to retaining Ms. Stabler's services, are currently in the \$65 per hour range for both CAD and other space planning services.

Ms. Stabler has saved the County approximately fifty thousand dollars over the last several years by ensuring that the County gets the best value from the reuse of existing furniture and by serving as an independent check on the price quotes offered by franchised furniture vendors. Staff recommends approval of the new rates.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Britt Ferguson