



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/9/2016

Agenda Placement: 6M

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors

**FROM:** Steven Lederer - Director of Public Works  
Public Works

**REPORT BY:** Frank Lucido, ENGINEERING SUPERVISOR - 259-8377

**SUBJECT:** Approval of Professional Services Agreement and Sole Source award to the Trope Group for furniture installation services

---

### **RECOMMENDATION**

Director of Public Works requests the following actions related to installation services of surplus furniture to be used in the Hall of Justice:

1. A waiver of competitive bidding requirements and sole source award of a contract to Trope Group, for the assembly of surplus Steelcase furniture.
2. Approval of and authorization for the Chairman to sign an agreement with Trope Group, for a maximum of \$1,875 for the term August 2, 2016 through June 30, 2017.

### **EXECUTIVE SUMMARY**

Today's action will allow the County of Napa to obtain installation and reconfiguration services for furniture that will come from surplus at South Campus and be used in the Community Corrections Service Center (CCSC) section of the Hall of Justice located on the first floor, which is operated by Behavioral Interventions, Inc.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Fund 1000, Sub-Division 1423000 (Probation Community Services Center)

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of this agreement will allow Behavioral Intervention, Inc. to provide workspaces for new hires needed to accommodate their increased workload.
Is the general fund affected?	Yes
Future fiscal impact:	The work is expected to be completed in FY 2016-17.
Consequences if not approved:	Staff from Public Works would have to manage and perform the reconfiguration and installation of the furniture product. Public Works staff do not have the expertise to undertake this type of work, thus without the addition of such specialized services it would be difficult to ensure that the workstations will be ready without creating significant delays in the completion of the project.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Today's action will allow the County of Napa to obtain installation and reconfiguration services for two workstations that will come from surplus furniture at South Campus. The use of surplus furniture avoids \$10,000 in estimated cost for new replacement furniture and saves significant wait time. The furniture will be used in the Community Corrections Service Center (CCSC) section of the Hall of Justice first floor, which is operated by Behavioral Interventions, Inc. where new employees are being brought on to handle increased cases. The CCSC is a day reporting center that offers intensive supervision and cognitive behavioral treatment groups and training classes.

This work is being sole sourced to the Trope Group because they are completing the assembly of 200 similar units at South Campus and have knowledge of where needed spare parts, pieces are located and also the details of how this 20 year old Steelcase Systems furniture needs to be assembled. During the South Campus project, staff received four different proposals for the reconfiguration of existing Steelcase Systems from vendors and Trope Group submitted the lowest price. This contract is being presented to the Board of Supervisors for approval per County purchasing policy as the County has additional contracts with Trope Group and the cumulative total of all the agreements exceeds the threshold for County Executive Officer approval.

This work is tentatively scheduled to begin this month. Trope Group is not a local vendor.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula