



Metro

Metropolitan Transportation Authority

One Gateway Plaza
Los Angeles, CA 90012-2952

213.922.2000 Tel
metro.net

42

OPERATIONS COMMITTEE
SEPTEMBER 20, 2007

SUBJECT: SPACE PLANNING/INSTALLATION SERVICES AND HERMAN MILLER FURNITURE

ACTION: AWARD A FIVE-YEAR INDEFINITE DELIVERY/INDEFINITE QUANTITY CONTRACT

RECOMMENDATION

Authorize the Chief Executive Officer to award a five year, indefinite delivery/indefinite quantity contract, Contract No. PS07643032, to McAllister Office Pavilion for space planning/installation services using Herman Miller Furniture in an amount not to exceed \$1,000,000, effective October 1, 2007.

RATIONALE

When Metro was planning the Gateway Headquarters building, it was decided that systems furniture would be used for cubicles and modular components would be used for offices. Uniform office space standards along with the furniture types were established. Through a competitive process, Herman Miller systems furniture was selected and Geiger furniture was chosen for offices. Herman Miller subsequently acquired Geiger.

Building Services continually reconfigures cubicles and offices in the Gateway Headquarters building to meet Metro's changing business needs. These reconfigurations require various furniture components that must be readily available. This contract will be utilized to obtain space planning services and new and replacement furniture components to support the requirements. This contract enables staff to obtain favorable, large quantity discounts on all Herman Miller furniture for use in all Metro locations.

This procurement was originally to provide space planning services and Herman Miller furniture for the Gateway Headquarters building. Systems furniture is increasingly being used at other Metro facilities. Currently, staff from the outlying facilities contact a vendor to obtain space planning and installation services. Since the projects are usually small, Metro pays a premium price for these services. Metro staff determined that it would be more cost

effective to have a contract to provide these services agency-wide in conjunction with the ability to obtain Herman Miller systems furniture at discounted prices.

The scope of work was developed to provide various types of space planning services for the outlying Metro facilities. Thus this contract is for a Herman Miller full service dealer to provide space planning and installation services for Metro facilities along with providing Herman Miller furniture to all Metro facilities, including the Gateway Headquarters building.

FINANCIAL IMPACT

The funding of \$40,000 for the Gateway Headquarters building is included in the FY08 budget in cost center number 6430, cost center Building Services under project number 100090, Gateway Building Costs. Since this is a multi-year contract, the cost center manager and Executive Officer will be accountable for budgeting the cost in future years. In FY07 \$83,679.49 was expended throughout the agency on Herman Miller furniture. Metro outlying facilities will be responsible for the budgeting and payment of space planning/installation services and Herman Miller furniture out of their own cost centers.

ALTERNATIVES CONSIDERED

- A. Purchase systems furniture on a yearly basis. In previous years, a yearly contract was awarded for purchasing of the components necessary on an as-needed basis. This alternative is more costly to Metro and is not recommended.
- B. Lease systems furniture components. This alternative is not recommended because of the excessive costs related to the record-keeping required to track leased and owned furniture components, and leasing is less cost effective than purchasing furniture over its useful life.
- C. Continue the past practice of outlying Metro facilities to work with various vendors and furniture suppliers to determine needs and obtain space planning/installation services along with furniture. This alternative is not suggested because of the higher fees involved with small projects along with Metro obtaining all different systems furniture workstations which are not compatible with each other.

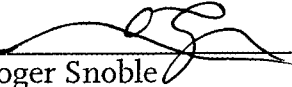
ATTACHMENTS

- A Procurement Summary
- A-1 Procurement History
- A-2 List of Subcontractors

Prepared by: Brian Soto, Deputy Executive Officer, General Services



Lonnie Mitchell
Chief Administrative Services Officer



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY**

SPACE PLANNING/INSTALLATION SERVICES AND HERMAN MILLER FURNITURE

1.	Contract Number: PS07643032		
2.	Recommended Vendor: McAllister Office Pavilion		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: See Attached Exhibit 1	Recommended Price: \$1,000,000.	
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: IDIQ		
5.	Procurement Dates:		
	A. Issued: 5/10/07		
	B. Advertised: 5/11/07		
	C. Pre-proposal Conference: 5/23/07		
	D. Proposals Due: 6/20/07		
	E. Pre-Qualification Completed: 7/24/07		
	F. Conflict of Interest Form Submitted to Ethics: 8/15/07		
6.	Small Business Participation:		
	A. Bid/Proposal Goal: 0%	Date Small Business Evaluation Completed: 12/21/06	
	B. Small Business Commitment: 0% Details are in Attachment A-2		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent: 3	Bids/Proposals Picked up: 16	Bids/Proposals Received: 2
8.	Evaluation Information:		
	A. Bidders/Proposers Names: McAllister Office Pavilion The SheridanGroup	<u>Bid/Proposal Amount:</u> See attached Exhibit 1	<u>Best and Final Offer Amount:</u> N/A
	B. Evaluation Methodology: Describe Methodology Details are in Attachment A-1.C		
9.	Protest Information: N/A		
	A. Protest Period End Date:		
	B. Protest Receipt Date:		
	C. Disposition of Protest Date:		
10.	Contract Administrator: Jean Belvin	Telephone Number: 213-922-1041	
11.	Project Manager: Phyllis Meng	Telephone Number: 213-922-2375	

**BOARD REPORT ATTACHMENT A-1
PROCUREMENT HISTORY**

SPACE PLANNING/INSTALLATION SERVICES AND HERMAN MILLER FURNITURE

A. Background on Contractor

McAllister Office Pavilion, a full service contract furniture dealership, has been in business approximately 44 years. McAllister has completed numerous furniture orders totaling more than \$144,000 for Metro departments, all with consistent satisfactory performance. McAllister has had major projects with Arthur Anderson with more than 800 workstations installed, Los Angeles County Employee Retirement Associate (LACERA) with more than 600 workstations installed, and they are currently working with numerous LA County agencies. McAllister has also worked with OCTA for the past seven years. All of their client references are satisfactory.

B. Procurement Background

The source selection methodology for this procurement was an RFP process. DEOD has recommended no goal for this procurement since only authorized Herman Miller dealers can sell Herman Miller furniture and provide design and installation services.

C. Evaluation of Proposals

The solicitation is compliant with Metro Procurement policies and procedures using the weighted guidelines methodology. The evaluation criteria were Price/Discounts - 45%, Qualifications of Firm and Staff - 30% and Satisfactory Past Performance - 25%. McAllister received the highest overall score.

D. Cost/Price Analysis Explanation of Variances

The RFP requested discount pricing for space planning and installation services as well as Herman Miller furniture. Overall, pricing proposed by McAllister was more favorable than Sheridan in that they offered greater discounts for the furniture and the space planning and design services identified in the RFP. They proposed a higher hourly rate for installation services; however, most of Metro's expenditures will fall in the actual purchase of furniture and in the space planning services.

Based on adequate competition, proposed pricing offered by McAllister was determined to be fair and reasonable.

BOARD REPORT ATTACHMENT A-2
LIST OF SUBCONTRACTORS

SPACE PLANNING/INSTALLATION SERVICES AND HERMAN MILLER FURNITURE

PRIME CONTRACTOR – McAllister Office Pavilion

Small Business Commitment

Other Subcontractors

Systechs, Inc.

Total Commitment

Exhibit 1

	McAllister		Sheridan	
	% off list		%off list	
Herman Miller Action Office 2	73.0%		69.0%	
Geiger Keyeira Furniture	54.5%		45.5%	
Vivo Interiors	72.0%		68.0%	
My Studio Environments	54.5%		50.5%	
First Office	58.4%		55.5%	
Ethospace	72.0%		68.0%	
Seating - Ergon 2	66.5%		62.5%	
Seating - Aside Chair	58.5%		54.5%	
Seating - Aeron Chair	58.5%		54.5%	
Seating - Mirra Chair	58.5%		54.5%	
Seating - Sit on It	56.0%		52.0%	
	% off list		% off list	
Space Planning/Design Services	2.0%		2.0%	
Space Planning - level I	2.0%		1.5%	
Space Planning - level II	2.0%		2.0%	
Space Planning - level III	2.0%		3.0%	
Installation Services	6.0%		4.0%	
	Rate per hour	OT rate	Rate per hour	OT rate
Installation Supervisor	\$63.25	\$86.25	\$42.00	\$63.00
Installation Lead	\$51.75	\$74.75	\$42.00	\$63.00
Installation - installer	\$40.25	\$59.80	\$42.00	\$63.00
Installation - blended average rate - union	\$48.30	\$72.45		
Truck/driver rate			\$63.00	\$94.50
Project Management	\$59.00	\$70.80	\$65.00	\$65.00
Storage up to 30 days	n/c	n/c	.25 per cubic ft/month	
Design principal	\$82.00	\$123.00	\$65.00	\$65.00
Design - designer	\$65.00	\$97.50	\$65.00	\$65.00
Design - autocad operator	\$65.00	\$97.50	\$65.00	\$65.00

