



**DATE:** April 30, 2019

**TO:** Mayor and City Council

**FROM:** Chief of Police

**SUBJECT:** Authorize the City Manager to Negotiate and Execute an Agreement with KBM Office Equipment Inc. (KBM-Hogue) for the Purchase of Office Modules and Furniture for the Records Bureau of the Hayward Police Department

## **RECOMMENDATION**

That the City Council adopts the attached resolution authorizing the City Manager to execute an agreement with KBM Office Equipment Inc. (KBM-Hogue) for the purchase of office modules and furniture for the Records Bureau of the Hayward Police Department at 300 West Winton Ave.

## **SUMMARY**

The last renovation completed for the Records Bureau was over twenty years ago, consequently creating dilapidated working conditions over time, including partially functional furniture, mismatched cabinetry, and worn out equipment. The City seeks to redesign and remodel the Records Bureau area to maximize space utilization, improve security and privacy, and provide an area for supervisors to conduct personnel meetings with staff. The selected vendor, KBM-Hogue, has completed other projects for the City, including projects for Fire Administration, Human Resources, and the Criminal Investigation Bureau.

The proposed Records Bureau design incorporates fourteen single-person workstations, one interview style workstation, and four private single-person workstations. The total cost for the remodel is \$175,117 and is included in the FY 2019 adopted capital improvement budget.

## **BACKGROUND**

The Records Bureau is located on the first floor of the police building in view of the public. When fully staffed, the Records Bureau houses thirteen records clerks, three records supervisors, one community volunteer, and three police officers. This workspace has not been updated in over twenty years, leading to broken and only partially functional furniture, mismatched cabinetry, worn out equipment, and an overall dilapidated condition over time.

## **DISCUSSION**

The current Records floorplan has twenty-four open seating workstations. HPD seeks to redesign and remodel this area to maximize space utilization, improve security and privacy, and provide an area for supervisors to conduct personnel meetings with staff.

The vendor selected for the remodel is KBM-Hogue, a local distributor for Knoll furnishing. Vendor selection and pricing is provided under the terms of a US Communities publicly bid and pre-negotiated agreement awarded to Knoll (Contract number 4400003404 issued pursuant to Request for Proposals number 200000330 with the County of Fairfax, Virginia). The City of Hayward can rely on this competitive bidding process in lieu of going through its own bidding process.

KBM-Hogue has completed other projects for the City of Hayward including, but not limited to, the following:

- Fire Administration
- Human Resources
- Criminal Investigation Bureau-Police Building

The proposed Records design incorporates fourteen single-person workstations, one interview style workstation, and four private single-person workstations. To keep with the City's philosophy of being green, the textiles for the workstations are to be made up of 56% post-consumer recycled materials. The private workstations are designed with sixty-four inches high walls and a sliding door. This is to provide a private workstation for supervisors to conduct personnel meetings and provide a secure area to prepare police body worn camera records for public release. The interview style workstation is a single-person desk with two chairs directly adjacent and will be used by an officer to directly assist the public with reporting property crimes. The remaining single person workstations will be a large square design to provide ample space for all required equipment.

## **FISCAL IMPACT**

The total cost for the Records Bureau remodel is \$175,117 and is included in the FY 2019 adopted capital improvement program (CIP) budget.

## **STRATEGIC INITIATIVES**

This agenda item is a routine operational item and does not relate to one of the Council's Strategic Initiatives.

## **NEXT STEPS**

If the Council authorizes this action, staff will execute a contract with KBM-Hogue for the remodel of the Records Bureau workspace and the project should be completed prior to the end of fiscal year 2019.

*Prepared by:* Adam Perez, Records Administrator

*Recommended by:* Mark Koller, Chief of Police

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

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Kelly McAdoo, City Manager