



**DATE:** September 27, 2016

**TO:** Mayor and City Council

**FROM:** Acting Chief of Police Koller

**SUBJECT:**

Authorization for the City Manager to Execute an Agreement with KBM Workspace for the Purchase of Office Modules and Furniture for the Criminal Investigations Bureau of the Hayward Police Department

### **RECOMMENDATION**

That the City Council adopts the attached resolution to execute an agreement with KBM Workspace for the purchase of office modules and furniture for the Hayward Police Department at 300 West Winton Avenue.

### **BACKGROUND**

The Criminal Investigations Bureau (CIB) workspace is located on the second floor of the police building. When fully staffed, the CIB general floor houses eighteen detectives, two support services personnel, one administrative assistant and one community volunteer. This workspace has not been updated in over twenty-eight years. This has led to unsecured workspace walls, mismatch of office furniture, worn out equipment and an overall dilapidated condition.

### **DISCUSSION**

The current CIB floor plan is a large square that is bifurcated by two walkways with sixteen workstations; one designed for two detectives. An additional two-person workstation is located adjacent to the administrative assistant's workstation. CIB seeks to redesign and remodel this area to maximize space utilization, improve communication between detectives, and provide a general meeting area.

The vendor selected for the remodel is KBM Workspace, a local distributor for Knoll Furnishing. Vendor selection and pricing is provided under the terms of a US Communities publically bid, 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 Workspace has completed other projects for the City of Hayward including, but not limited to, the following:

- Fire Administration
- Human Resources
- City Manager’s Office

KBM Workspace also has current projects with the City of Hayward, including the following:

- Landscape Division
- Permit Center
- City Hall Conference Rooms

The proposed CIB design incorporates nine single-person workstations and three two-person workstations. These workstations are configured in a large square with each workspace opening into a central open area consisting of a conference table large enough to seat eight people. In addition to the CIB floor redesign, the administrative assistant and two adjacent workstations will be remodeled to match the attached CIB general floor plan.

**FISCAL IMPACT**

KBM Workspace has provided the City with a proposal for the CIB remodel including design, materials, labor and installation of the new furniture and modular offices, and demolition and disposal of the existing materials. The project cost is not to exceed \$140,000 including taxes.

Staff is requesting to use asset forfeiture funds to augment the appropriated FY 2017 CIP funds currently appropriated for Criminal Investigations Equipment (CIP Project number 07412).

<b>Total CIB Project Costs</b>	
<b>FY 2017 CIP Funds for CIB (Fund 405)</b>	<b>\$47,000</b>
<b>Asset Forfeiture Funds (Fund 265)</b>	<b>\$93,000</b>
<b>CIB Remodel Total</b>	<b>\$140,000</b>

The Alameda County District Attorney’s Office Asset Forfeiture Unit has declared the use of asset forfeiture funds for this project meets all state and federal guidelines.

## **NEXT STEPS**

If the Council authorizes this action, staff will work to execute a contract with KBM Workspace for the remodel of the Criminal Investigations Bureau workspace. With Council approval, CIB aims to have this project completed prior to the 2016 CALEA assessment scheduled for early December.

*Prepared by:* Ken Forkus, Criminal Investigations Bureau Lieutenant  
Adam Lumia, Senior Management Analyst

*Recommended by:* Mark Koller, Acting Chief of Police

Approved by:



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Kelly McAdoo, City Manager