



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** CONS 19-267, **Version:** 1

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**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.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution