

## PROCUREMENT SUMMARY

## SPACE PLANNING/INSTALLATION SERVICES AND FURNITURE / PS28069-2000

1.	<b>Contract Number:</b> PS28069-2000		
2.	<b>Contractor:</b> M3 Office, Inc.		
3.	<b>Mod. Work Description :</b> Exercise Option Years 1 and 2		
4.	<b>Contract Work Description</b> Provide furniture, space planning, and installation services for all Metro facilities, including new operating facilities and the Gateway Headquarters building.		
5.	<b>The following data is current as of:</b> 8/16/19		
6.	<b>Contract Completion Status</b>		<b>Financial Status</b>
	<b>Contract Awarded:</b>	3/23/17	<b>Contract Award Amount:</b> \$5,000,000
	<b>Notice to Proceed (NTP):</b>	5/17/17	<b>Total of Modifications Approved:</b> \$0
	<b>Original Complete Date:</b>	3/31/20	<b>Pending Modifications (including this action):</b> \$2,000,000
	<b>Current Est. Complete Date:</b>	3/31/20	<b>Current Contract Value (with this action):</b> \$7,000,000
7.	<b>Contract Administrator:</b> Antwaun Boykin		<b>Telephone Number:</b> (213) 922-1056
8.	<b>Project Manager:</b> Paul Gomez		<b>Telephone Numbers:</b> (213) 922-6762

**A. Procurement Background**

This Board Action is to approve Contract Modification No. 1 to Contract No. PS28069-2000 with M3 Office, Inc. for the continuation of furniture, space planning, and installation services for all Metro facilities, including new operating facilities and the Gateway Headquarters building, by exercising the first and second option years in an amount not to exceed \$2,000,000 and extending the period of performance to March 31, 2022.

This contract modification will be processed in accordance with Metro's Acquisition Policy and the contract type is Indefinite Delivery/Indefinite Quantity.

On March 23, 2017, the Board approved a five-year, indefinite-delivery/indefinite quantity contract, inclusive of two, one-year options to M3 Office, Inc., the lowest responsive and responsible bidder, to provide furniture, space planning, and installation services for all Metro facilities, including new operating facilities and the Gateway Headquarters building.

Refer to Attachment B – Contract Modification/Change Order Log.

**B. Cost/Price Analysis**

The recommended price for the option years has been determined to be fair and reasonable based upon rates that were evaluated and established as part of the current contract awarded on March 23, 2017.

The rates set forth in this contract are comparable to GSA discounts given to other government agencies. The rates for these option years are the same rates the firm has charged Metro during the initial three-year base term, with no increase. Therefore, exercising the options is in the best interest of Metro. The Contract was a result of a competitive IFB in which the option years were evaluated, and award was made to the lowest responsive, responsible bidder.

<b>OPTION YEAR AMOUNT</b>	<b>METRO ICE</b>	<b>MODIFICATION AMOUNT</b>
\$2,000,000	\$2,000,000	\$2,000,000