

## PROCUREMENT SUMMARY

SPACE PLANNING/INSTALLATION SERVICES AND  
HERMAN MILLER FURNITURE / PS28069-2000

1.	<b>Contract Number:</b> PS28069-2000	
2.	<b>Recommended Vendor:</b> M3 Office, Inc.	
3.	<b>Type of Procurement (check one):</b> <input checked="" type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> October 10, 2016	
	<b>B. Advertised/Publicized:</b> October 12, 2016	
	<b>C. Pre-Bid Conference:</b> October 20, 2016	
	<b>D. Bids Due:</b> November 10, 2016	
	<b>E. Pre-Qualification Completed:</b> December 7, 2016	
	<b>F. Conflict of Interest Form Submitted to Ethics:</b> November 23, 2016	
	<b>G. Protest Period End Date:</b> March 20, 2017	
5.	<b>Solicitations Picked up/Downloaded:</b> 9	<b>Bids Received:</b> 3
6.	<b>Contract Administrator:</b> Antwaun Boykin	<b>Telephone Number:</b> (213) 922-1056
7.	<b>Project Manager:</b> Paul Gomez	<b>Telephone Number:</b> (213) 922-4888

**A. Procurement Background**

This Board Action is to approve Contract No. PS28069-2000 issued in support of space planning/installation services and Herman Miller furniture for Metro. Metro's 628,000 square foot Gateway Headquarters building located in downtown Los Angeles is furnished entirely with Herman Miller Action Office for cubicles and Geiger for private offices. Metro utilizes Herman Miller Ergon task and office chairs for seating in its headquarters building. In addition to the headquarters building, Metro has several smaller outlying buildings that include bus and rail divisions. These facilities will require not only Herman Miller product, but also space planning and installation services. Board approval of contract awards are subject to resolution of all properly submitted protest.

IFB No. PS28069-2 was issued in accordance with Metro's Acquisition Policy and the contract type is an indefinite quantity/indefinite delivery.

Two amendments were issued during the solicitation phase of this IFB:

- Amendment No. 1, issued on October 21, 2016 clarified Pre-Bid Documents;
- Amendment No. 2, issued on November 4, 2016 clarified Article IX: Ordering, Exhibit 3 - Statement of Work, Attachment A - Task Order Form and Task Order Price Summary and Schedule of Quantities and Prices Form.

A pre-bid conference was held on October 20, 2016 and was attended by three participants representing two firms.

A total of three bids were received on November 10, 2016.

**B. Evaluation of Bids**

This procurement was conducted in accordance and complies with Metro's Acquisition Policy for a competitive sealed bid. The three bids received are listed below in alphabetical order:

1. M3 Office, Inc.
2. Pivot Interiors, Inc.
3. The Sheridan Group

All firms were determined to be responsive, responsible and qualified to perform the services based on the IFB's requirements.

As required by the IFB, firms submitted bid pricing that was based on scenarios that included (1) space planning services and installation services rates, (2) standard office setups using Herman Miller furniture, (3) standard office setups using Geiger furniture, and (4) a private office furniture setup. The following bids were submitted by the firms:

<b>Bidder Name</b>	<b>Bid Amount</b>
M3 Office, Inc.	\$47,591.66
The Sheridan Group	\$49,929.84
Pivot Interiors, Inc.	\$52,256.48

**C. Price Analysis**

The recommended bid price from M3 Office, Inc. has been determined to be fair and reasonable based upon adequate competition, reviews of space planning and installation service rates, and applicable furniture discount percentages.

Metro's recommended not to exceed contract award amount is based upon total estimated future space planning services, installation services and furniture needs of the agency over the next five years.

**D. Background on Recommended Contractor**

The recommended firm, M3 Office, Inc., located in Pasadena, CA has been in business for 19 years, and is a leader in space planning/installation services and furniture. M3 Office, Inc. has current projects with such agencies as Department of Children and Family Services, LA County Sheriff's Department, and Department of

Public Social Services (Norwalk). M3 Office, Inc. has also completed projects with LA County's Hall of Justice, Department of Public Health and expansion of the Pasadena Rose Bowl. M3 Office's team consists of account/project managers with 15 years of experience. M3 Office also has several other specialty managers with experience ranging from 15 to 24 years.