

**MILWAUKEE COUNTY
INTER-OFFICE COMMUNICATION**

Date: April 16, 2024

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Stuart Carron, Director, Facilities Management Division, Department of Administrative Services

Subject: From the Director, Facilities Management Division, Department of Administrative Services, Requesting Authorization to Execute Multi-year Service Contracts for Countywide Furniture.

File Type: Action Report

REQUEST

The Director of Facilities Management respectfully requests authorization to execute two multi-year Service Contracts for Countywide Office Furniture Supplies and Services.

POLICY

Milwaukee County Code of Ordinances Chapter 32 defines the procedure for acquisition of goods and services by competitive bidding.

Per Wisconsin Statutes, 2013 Act 14 and 2015 Act 55, full County Board review is required for Service Contracts exceeding \$300,000, and for any multi-year budget contract.

BACKGROUND

Historically, Milwaukee County's office furniture has been supplied by a variety of sources. This has led to a multitude of non-compatible furniture systems in use across the county. This creates inefficiencies in procurement and service, inflexibility to redeploy furniture across facilities when needed, and a collection of obsolete inventory. Due to the fragmented nature of furniture bought across County departments, the Facilities Management Division sought to leverage our buying power and expertise to conduct a centralized Request for Proposals for furniture services based on best practices. This RFP had a goal of identifying service providers capable of providing world-class service at the most competitive prices and at the highest consistent quality to the County.

The scope of the proposed contracts include furniture, seating, accessories, installation, warranty service and repairs. The contract will have an initial term of three (3) years, commencing on or about June 1, 2024, with fixed pricing throughout the initial term and option to renew for two additional one-year terms.

EVALUATION OF PROPOSALS

The public solicitation for proposals was launched in August 2023, and proposals were received in October. The Milwaukee County's Department of Administrative Services, through an Evaluation Committee comprised of subject matter experts from multiple Departments, reviewed and evaluated all proposal submissions received for this solicitation. The Evaluation Committee used technical, cost and interviewing as their evaluation factors. Minimum requirements were evaluated on a pass/fail basis. A total of 6 Offerors responded to the RFP.

The Evaluation Committee has determined that the following proposals represented the best value to Milwaukee County and wishes to award the Countywide Office Furniture Services Contract to:

Henrickson & Company, Inc. for furniture at the Vel R Phillips Youth and Family Justice Center, and

CJ & Associates, Inc. for the remainder of the portfolio.

ALIGNMENT TO STRATEGIC PLAN

Procurement of these services on a county-wide basis supports the County Strategic Focus to 'Bridge the Gap' by breaking down silos across County government to maximize access to and quality of services offered. While previously furniture services were independently contracted by various county departments, a centralized procurement and contract management approach will provide consistent levels of services and best practices across departments, as well as financial benefits to the county overall.

FISCAL EFFECT

Milwaukee County annually spends approximately \$400,000 on furniture, supplies and associated labor. The costs of the new proposed Service Contracts are not determined, but will be based on specific projects as they arise during the contract period. Cost savings and efficiencies will accrue to each department as the negotiated pricing represents an improvement to the previous cooperative purchase contracts used to source furniture.

Several major projects will benefit from this new pricing model over the next several years as well, including the new Marcia P Coggs Center for Health and Human Services facility, Center for Forensic Science and Protective Medicine (CFSPM), and the Secure Residential Care Center for Children and Youth (SRCCCY). The overall cost of the contracts over the next 3 years is estimated to be in the range of \$1M-\$4M.

Sufficient funds will be available for these services either within specific adopted capital projects or within department operating budgets.

TERMS

The base term of the new 3-year contract is anticipated to begin in June 2024 and end June 2027. The contract shall provide for an additional two (2) one-year extensions at the County's option.

VIRTUAL MEETING INVITES

Stuart Carron, Director, Facilities Management Division, Department of Administrative Services

Gwyn Wheeler, Principal of Project Management, AE&ES, Facilities Management Division, Department of Administrative Services

REPAIRED BY

Stuart Carron, Director, Facilities Management Division, Department of Administrative Services

APPROVED BY

Aaron Hertzberg

Aaron Hertzberg, Director, Department of Administrative Services

ATTACHMENTS

Resolution
Fiscal Note

Cc: David Crowley, Milwaukee County Executive
Mary Jo Myers, Chief of Staff, Office of the County Executive
Kelly Bablitch, Chief of Staff, County Board
Aaron Hertzberg, Director, Department of Administrative Services
Steven Cady, Research and Policy Director, Office of the Comptroller

Janelle M. Jensen, Manager, Legislative Services, Office of the County Clerk