

ACTION ITEM

CONTRACT ID:	Tallahassee Office Consolidation
BUDGETED ITEM:	Budget projections to support this program are included in the 2016 budget.
CONTRACT AMOUNT:	Total approval sought to consolidate the Tallahassee Offices is estimated at: <u>\$574,000</u> . The estimated one-time cost for Facilities Management to support this project is \$350,000. The estimated one-time cost of IT infrastructure to support this project is \$224,000.
PURPOSE / SCOPE:	<p>This is the final phase of implementing the long-term real estate strategy to consolidate all operations in each city (Tallahassee, Tampa and Jacksonville) into a single building. This action item is to request approval to procure the necessary goods and services to support the consolidation in Tallahassee from three buildings to one location at Citizens Center 1, 2101 Maryland Circle. The estimated one-time facilities related cost include, but are not specifically limited to: physical move, reuse and reconfiguration of existing modular systems furniture, conference tables and some office furniture, and expenses related to the decommissioning and closeout of the two buildings being vacated.</p> <p>Additionally, Citizens is recommending the procurement of technology services required to facilitate the consolidation of office space. The required IT equipment and services include: a) audio-visual hardware; b) associated services licensing and maintenances; and c) other miscellaneous supplies, labor, and professional services in support of the relocation, storage, and disposal of IT assets from the decommissioning of current leased facilities. These costs will allow for better integration and compatibility between cities. Costs are inclusive of inception and first annual maintenance.</p> <p>In a consistent manner, Citizens will make every effort to off-set and/or reduce these costs by re-use or reclamation through salvage value.</p>
CONTRACT TERM(S):	These procurements are one-time costs.
PROCUREMENT METHOD:	<p>The purchase of Facilities Management and IT equipment, as well as any required services, will be determined by Citizens' need and in accordance with the governing State or Federal contract or other procurement method which complies with Citizens Purchasing Policy. Amounts may vary by and between vendors and/or alternate vendors based on state term contract availability and expiration dates. Successor contracts approved by the State of Florida Department of Management Services may also be used.</p> <ul style="list-style-type: none"> ▪ 425-001-12-1 Furniture: Office and Files ▪ 252-500-09-1 Mainframe and Other Software ▪ 600-000-11-1 Multifunctional Products, Printers, Facsimile Equipment, Scanners, Related Software, Supplies and Services ▪ 730-000-09-1 Telephony Equipment and Services ▪ 880-000-09-1 Audio and Video Equipment and Accessories ▪ 973-561-10-1 Information Technology (IT) Consulting Services ▪ 252-000-09-ACS - IT Products & Services ▪ 43220000-WSCA-14-ACS Data Communications Products and Services

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PROCUREMENT METHOD CONTINUED:	<ul style="list-style-type: none">▪ 250-WSCA-10-ACS Miscellaneous IT Equipment▪ 252-GSA Schedule 70 Information Technology Equipment, Software and Services
RECOMMENDATION:	<p>It is recommended that Citizens Board of Governors:</p> <ul style="list-style-type: none">a) Approve this recommended Action Item for expenses related to the Tallahassee Office Consolidation, as set forth in this Action Item, andb) Authorize staff to take any appropriate or necessary action consistent with this Action Item to complete the Tallahassee Office Consolidation.
CONTACTS:	<p>Kelly Booten, Chief, Systems and Operations Cherri Linn, Director, Facilities Management Curt Overpeck, Chief Information Officer, IT Robert Sellers, Vice President, IT Infrastructure and Operations</p>