

Executive Summary

Board of Governors Meeting, March 12, 2025

Tampa – Furniture and Equipment for New Office Space

Topic

The Board approved the Tampa office lease procurement on July 10, 2024, with a targeted occupancy date of mid-year 2025. Citizens staff is requesting Board approval to procure the necessary furniture and modular equipment to prepare the new Tampa office space for move-in. This procurement will support the installation of modular furniture and will provide approximately 76 workspaces for Citizens staff.

History

The space is currently undergoing renovations in accordance with the agreed floor plan and lease requirements. As the landlord nears completion of these renovations, Citizens is responsible for supplying and installing office modular workstations (6 x 8 stations), hard office, and conference room furniture.

For the purchase of office furniture and modular equipment, the Florida Department of Management Services (DMS) has established alternative contract sources (ACS) and state-term contracts (STC), which have been approved for use by agencies and eligible users. An ACS is a contract set by a federal, state, or local government that the Secretary of DMS has approved based on a determination that the contract is cost-effective and the best value to the state. This contract is for use by Florida agencies for purchases without the requirement of competitive procurement. A STC is a contract that the Division of State Purchasing competitively procures for selected products and services for use by agencies and eligible users. Florida agencies and eligible users may use a request for quotes to obtain written pricing from either an STC or ACS vendor for commodities or contractual services. The use of STCs and ACSs is available for eligible users, including Citizens, in accordance with section 287.056, Florida Statutes. These contracts are authorized by subsection 287.042(16), Florida Statutes, as implemented by Rule 60A-1.045, Florida Administrative Code. Additionally, these purchases comply with Citizens Purchasing Policy 501(E)1.

Quotes were requested from four vendors, with three providing estimates based on the planned space layout for the Tampa office. The scope includes outfitting 51 (6X8) cubes, 25 offices (76 total seats), and three conference rooms (two medium, one small). The selected vendor offered the lowest quote; however, all quotes were estimates due to the pending finalization of finishes and accessories. Efforts will continue to value-engineer all final finishes and accessories where possible.

This request seeks approval for an estimated amount of \$384,000 with Workscapes, Inc. (Workscapes), based on the proposed floor plan documents and planned occupancy with projected finishes and accessories. Workscapes is a Florida-based business headquartered in Tampa, operating for over 26 years with offices in Tampa, Orlando, Jacksonville, and Fort Myers. This procurement will meet Citizens' needs while ensuring the provision of high-quality office furniture, workstations, and conference room solutions.

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Recommendation

Staff recommends the Board of Governors:

- a) Approve the procurement of furniture and equipment for the Tampa office through Workscapes, Inc. in the estimated amount of \$384,000, and;
- b) Authorize staff to take any necessary actions consistent with this Consent Item.

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ACTION ITEM☒ **New Contract**☐ **Contract Amendment**☐ **Other – Existing Contract Additional Spend**☐ **CONSENT ITEM**☐ **Contract Amendment**☐ **Existing Contract Extension**☐ **Existing Contract Additional Spend**☐ **Previous Board Approval**☐ **Other** _____

Action Items: Items requiring detailed explanation to the Board. When a requested action item is a day-to-day operational item or unanimously passed through committee it may be moved forward to the board on the Consent Index.

☐ **Move forward as Consent:** This Action item is a day-to-day operational item, unanimously passed through committee or qualifies to be moved forward on the Consent Index.

Consent Items: Items not requiring detailed explanation to the Board of Governors. Consent items are contract extensions, amendments or additional spending authorities for items previously approved by the Board.

Purpose/Scope	Citizens staff requests Board approval to procure furniture and modular equipment for the new Tampa office space. This procurement is essential to ensure the space is fully equipped and ready for occupancy by mid- 2025.
Contract ID	Tampa - Furniture and Equipment for New Office Space 56120000-24-NY-ACS
Awarded Vendor	Workscapes, Inc.
Budgeted Item	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Procurement Method	<p>For the purchase of office furniture and modular equipment, the Florida Department of Management Services (DMS) has established alternative contract sources (ACS) and state-term contracts (STC), which have been approved for use by agencies and eligible users. The use of STCs and ACSs is available for eligible users, including Citizens, in accordance with section 287.056, Florida Statutes. These contracts are authorized by subsection 287.042(16), Florida Statutes, as implemented by Rule 60A-1.045, Florida Administrative Code. Additionally, these purchases comply with Citizens Purchasing Policy 501(E)1.</p> <p>Quotes were requested from four vendors, with three providing estimates based on the planned space layout for the Tampa office. The scope includes outfitting 51 (6X8) cubes, 25 offices (76 total seats), and three conference rooms (two medium, one small). The selected vendor offered the lowest quote; however, all were estimates due to the pending finalization of finishes and accessories. Efforts will continue to value-engineer all final finishes and accessories where possible.</p>

Board of Governors Meeting, March 25, 2025**Tampa – Furniture and Equipment for New Office Space**

Contract Amount	Furniture & Equipment – \$384,000
Contract Terms	DMS establishes and approves the terms of ACS and STC contracts. This purchase will support the Tampa office's operational requirements.
Board Recommendation	<p>Staff recommends the Board of Governors:</p> <ul style="list-style-type: none">a) Approve the procurement of furniture and equipment for the Tampa office through Workscapes, Inc. in the estimated amount of \$384,000, and;b) Authorize staff to take any necessary actions consistent with this Action Item.
Contacts	<p>Jeremy Pope, Chief Administrative Officer, Administrative Services Division Cherri Linn, Director of Facilities Management and Real Estate</p>