



## **County of Santa Cruz Board of Supervisors**

### **Agenda Item Submittal**

**From:** Human Services Department

**Subject:** Ratify Agreement with KBM-Hogue for Office Furniture

**Meeting Date:** June 10, 2025

**Formal Title:** Ratify agreement with KBM Office Equipment, Inc., in the not-to-exceed amount of \$417,227.36 for the design, purchase, delivery, and installation of office furniture, and take related actions

### **Recommended Actions**

1. Ratify agreement (contract 25W4319) with KBM Office Equipment, Inc. DBA KBM-Hogue in the not-to-exceed amount of \$417,227.36 for the design, purchase, delivery, and installation of office furniture; and
2. Adopt resolution accepting unanticipated revenue in the amount of \$425,000 from the California Department of Social Services, as detailed in the attached AUD60.

### **Executive Summary**

The Human Services Department (HSD) recommends the Board adopt a resolution accepting unanticipated revenue in the amount of \$425,000 from the California Department of Social Services (CDSS) to be used in a project to increase capacity of the HSD Employment and Benefit Services Division (EBSD), the North County direct services office located at 1020 Emeline Avenue in Santa Cruz. HSD also requests Board ratification of an agreement (contract 25W4319) with KBM Office Equipment, Inc. DBA KBM-Hogue in the not-to-exceed amount of \$417,227.36 for the design, purchase, delivery, and installation of office furniture for the 1020 Emeline Avenue building. The agreement is under the Omnia Cooperative Contract Number 202000608.

### **Discussion**

The EBSD Customer Service Center located at 1020 Emeline Avenue in Santa Cruz is the North County location for direct services of public assistance programs that provide benefits to low-income adults and families. The Customer Service Center is opened and staffed from 8:00 a.m. to 5:00 p.m., Monday through Friday. A recent HSD facilities evaluation identified an opportunity to increase our operational capacity by redesigning the existing space and investing in new workstations that provide greater ergonomic adjustability.

The redesign of the existing space, which includes painting, updating flooring, new window treatments and purchase of the new workstations, will allow for a reconfiguration of the entire 1020 Emeline Avenue building. This creates space for an additional 20 workstations to accommodate incoming new Benefit Representatives that recently completed training. Currently, EBSD staff occupies both floors of the building but with the addition of the new workstations it is now possible to consolidate the EBSD staff to one floor and open the lower floor for other HSD Divisions, which will create an opportunity to offer additional direct services at 1020 Emeline Avenue.

Investing in the purchase of new adjustable workstations will not only align with recent investments made at other County locations, such as 500 Westridge Drive in

Watsonville, but it will also promote the overall comfort and well-being of staff, leading to a reduction of long-term health risks associated with prolonged sitting.

**Financial Impact**

The CDSS funding of \$425,000 will be used for the KBM-Hogue agreement (contract 25W4319), in the not-to-exceed amount of \$417,227.36, and the remaining amount of \$7,772.64 will be used for purchase orders related to the redesign of 1020 Emeline Avenue project. The recommended actions require no additional General Fund contribution.

**Strategic Initiatives**

Operational Plan - Operational Excellence

**Submitted By:**

Randy Morris, Director of Human Services

**Recommended By:**

Carlos J. Palacios, County Executive Officer

**Artificial Intelligence Acknowledgment:**

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.