



Legislation Details (With Text)

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**Title:** Award a contract to CORE Spaces and Design in the amount of \$214,993.08 utilizing CARES funding to complete cubicle reconfigurations implementing social distancing protocols in response to the COVID-19 Pandemic for the Police Department Records Division, Court Liaison Office, and Prosecutor Liaison Office; Public Works Streets Maintenance Administration, and Supervisor Unit; and the Traffic Operations and Planning Division.

**Sponsors:** Public Works Department, Planning and Development Department

**Indexes:**

**Code sections:**

**Attachments:** 1. CORE Proposal – Police Department Records Division, 2. CORE Proposal – Police Department Court Liaison and Prosecutor Liaison Office, 3. CORE Proposal – Public Works, Streets Maintenance Administration, 4. CORE Proposal – Public Works, Streets Maintenance Supervisor Unit, 5. CORE Proposal – Public Works, Traffic and Operations Planning

Date	Ver.	Action By	Action	Result
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**REPORT TO THE CITY COUNCIL**

**October 15, 2020**

**FROM:** JENNIFER CLARK, Director  
Planning and Development Department

**THROUGH:** AARON AGUIRRE, Manager  
Public Works Department

**BY:** SUMMER CECIL, Project Manager  
Planning and Development Department

**SUBJECT**

Award a contract to CORE Spaces and Design in the amount of \$214,993.08 utilizing CARES funding to complete cubicle reconfigurations implementing social distancing protocols in response to the COVID-19 Pandemic for the Police Department Records Division, Court Liaison Office, and Prosecutor Liaison Office; Public Works Streets Maintenance Administration, and Supervisor Unit; and the Traffic Operations and Planning Division.

**RECOMMENDATION**

Staff recommends Council authorize the City Manager, or their designee, to award a contract to CORE Spaces and Design in the amount of \$214,993.08 to complete cubicle reconfigurations for the Police Department Records Division, Court Liaison Office, and Prosecutor Liaison Office; Public Works Streets Maintenance Administration, and Supervisor Unit; and the Traffic Operations and Planning Division to implement recommended California Department of Public Health social distancing requirements and to enhance the safety of employees working within these divisions in light of the Coronavirus-19 pandemic.

## **EXECUTIVE SUMMARY**

To ensure the guidelines set forth by the California Department of Public Health (CDPH) regarding social distancing in the workplace are followed and to enhance employee safety, it is recommended a contract be awarded to CORE Spaces and Design (CORE) to complete cubicle reconfigurations for the Police Department Records Division, Court Liaison Office, and Prosecutor Liaison Office; Public Works Streets Maintenance Administration, and Supervisor Unit; and the Traffic Operations and Planning Division.

Reconfiguration of the cubicles within these areas will provide for taller cubicle walls and greater social distance between employees as they continue to perform their duties.

## **BACKGROUND**

Per the CDPH *COVID-19 Industry Guideline: Office Workspaces* released July 29, 2020, work places should implement measures to ensure physical distancing by reconfiguring office spaces and cubicles and/or installing physical partitions.

After review by the Healthy Workplace Taskforce of the City's COVID Response Team, it was determined that to ensure compliance with the above mentioned guidelines, cubicle reconfigurations would be required in the following working sections: Police Department, including Records, Stats, Teletype, Court Liaison Office, and Prosecutor Liaison office; and Public Works Department, including Street Maintenance and Traffic Operations and Planning.

The reconfigurations proposed by CORE will allow the individual departments affected to accomplish the desired social distancing within the small workspaces they are currently operating in.

## **ENVIRONMENTAL FINDINGS**

The award of this contract is not a project as defined by the California Environmental Quality Act.

## **LOCAL PREFERENCE**

No, this is a cooperative purchase using another government entity's contract.

## **FISCAL IMPACT**

Funding under the CARES Act will reimburse \$214,993.08 for the cubicle reconfigurations.

Attachments:

CORE Proposal - Police Department Records Division  
CORE Proposal - Police Department Court Liaison and Prosecutor Liaison Office  
CORE Proposal - Public Works, Streets Maintenance Administration  
CORE Proposal - Public Works, Streets Maintenance Supervisor Unit  
CORE Proposal - Public Works, Traffic and Operations Planning