

# South Bay Cities Council of Governments

September 9, 2019

TO: SBCCOG Steering Committee

FROM: Kim Fuentes, Deputy Executive Director  
David Leger, SBCCOG Staff  
Chandler Sheilds, SBCCOG Staff

SUBJECT: Office Move Update and Approval of I.T. Expenditures

## Adherence to Strategic Plan:

*Goal D: Organizational Stability.* Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

## BACKGROUND

The lease for the SBCCOG's current office expires on November 30, 2019 and staff must vacate by that date. SBCCOG staff and Board members have been preparing for the move and have selected the new office location at 2355 Crenshaw Boulevard in Torrance, on the corner of Crenshaw and Sepulveda Boulevards.

Below is a summary of required steps to complete the move along with their status and considerations. A tentative schedule is also provided:

- *Lease Agreement* – The lease agreement has been finalized, signed by the SBCCOG Chair, and sent to the Landlord for final execution.
- *Vacating Current Space* – The SBCCOG has started to prepare for Maritz, the Sublandlord, potential dismantle and removal of systems furniture (cubes) starting as early as November 11, 2019. In addition, a list is being developed of Maritz owned furniture that the SBCCOG would like to retain and redeploy at the new location (Maritz will review items and let us know if they can accommodate the request). SBCCOG staff is also reviewing costs for new and used furniture to assess the best value. Work continues to review and electronically archive all paper documents while maintaining compliance with the SBCCOG's adopted record retention schedule. A team of volunteers are helping with the scanning.
- *Preparing New Space* – Upon full execution of the lease, the landlord will connect their general contractor and SBCCOG staff to discuss the construction schedule and other build-out specifics (finishes, etc). A more defined schedule will be provided in the next update. If all goes as planned with completion of the construction and installation of service equipment, the SBCCOG will start the move the week of November 18, 2019 (just prior to Thanksgiving week).
- *Movers* – SBCCOG staff has started to coordinate site visits with moving companies in order to receive quotes.

- *Relocation of I.T. Network and Connected Devices* – In order to be a live and connected working site, the current office’s I.T. network and associated equipment must be moved and set up in the new office. The SBCCOG’s current I.T. consultants, SugarShot and QDoxs (who support and supplied the office’s I.T. systems) are the most qualified parties to take on this task. Their institutional knowledge of the existing I.T. set-up and familiarity with the SBCCOG’s needs makes their role indispensable to this office move. Both companies have provided quotes for their services below:
  - SugarShot’s scope of work includes moving equipment as well as designing and installing the I.T. network in the new office. This work includes one or more site visits, purchase of new equipment, labor for moving computer working stations and connecting them, and on-site staff support during the first day of the move-in. Additionally, the new office needs the I.T. network to be cabled while the current office must be de-cabled to comply with our current lease agreement. The services detailed above are quoted for costs not to exceed \$21,900.
  - QDoxs’ scope of work includes moving the Xerox scanner/printer to the new office as well as having a technician on site to connect it to the I.T. network and ensure connected devices can print and scan. These services are quoted for costs not to exceed \$1,077.

**CALENDAR – projected key dates**

- Sept. 2-30: Staff to compile Maritz approved list of furniture to keep and move
- Sept. 2-14: Quotes for movers compiled
- Sept. 9: Quotes for I.T. move to be approved
- Oct. 15: Order furniture (if needed)
- Nov. 11: Office needs to be prepared so that systems furniture (cubes) can be dismantled and removed
- Nov. 22: Office completely packed
- Nov. 18–29: I.T. set up; move office
- Dec. 2: First work day in new office

**RECOMMENDATION**

Steering Committee approve “Relocation of I.T. Network and Connected Devices” expenditures in an amount not to exceed \$22,977.