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Memorandum

To: Director Brian Baker, Board Chairman, GLWA

From: Cheryl Porter, COO

CC: Sue McCormick, William Wolfson, Nicolette Bateson

Date: August 27, 2019

RE: Office Furniture Expenditures

The purpose of this memorandum is to present the top ten expenditures, as requested, for GLWA offices in the attached table under RFB-1087 "Office Furniture." The data presented is based on team cost center areas, whereas, the costs presented are a representation of offices, workstations, entire floor renovations and common areas (i.e. conference rooms) for the benefit of GLWA staff.

For example, cost center 883301 – Office of the Chief Information Officer, was an entire floor renovation with two conference rooms (available for all GLWA team member usage), four offices, and 23 workstations at the Water Board Building impacting 27 Information Technology (IT) team members, plus chairs for IT team members assigned at Central Services Facility at cost of \$277,570.00.

Please note that Facility Operations is the "catch-all" cost center that impacts all GLWA areas. The attached list of expenditures are drivers for the establishing a process to effectively manage facility improvements and office furniture expenditures under proposed Contract No. 1902702 "Furniture, Flooring and Space Design Services."

Interior Environments

Paid Invoices and open commitments at 7.29.2019

Cost Center - Description	Amount Committed	Description of service and product commitments
882421 - Facility Operations	\$ 486,015.75	Various areas throughout GLWA: Delivery and installation of furniture, removal of old furniture, installation of flooring/carpeting
883301 - Office of the Chief Information Officer	277,570.00	Design fee and office furniture for 17th floor renovation (WBB); Conference chairs at CSF
886201 - Asset Management	253,355.57	Office furniture and installation for renovation of CIP and Asset Management area
884124 - Logistics & Materials	232,105.04	Office furniture for Logistics & Materials floor renovation
882301 - Systems Operations Control	207,248.40	Tables, chairs, carpet installation
892211 - Wastewater Engineering	194,780.64	Office furniture
884001 - Chief Financial Officer	174,180.77	Office furniture and installation for CFO office and PAA workstation; Furniture and carpet for 16th floor (WBB) conference room; Chairs for floors 15, 16, and 18 (WBB)
881101 - Public Affairs	134,252.62	Design fee and office furniture for 13th floor renovation (WBB)
882131 - Water Works Park	116,664.31	Workstations, carpet installation for various areas at Water Works Park
882111 - Water Engineering	106,895.00	Office furniture for expanded space

Information from **Project Management Status** section of August 9, 2019, Board Letter

RFB-1087

Office Furniture

Invoices Paid to Date (7/29/19)	\$ 1,236,367.01
Invoices received but not paid (7/29/19)	418,446.26
Remaining Balance on Open POs (7/29/19)	971,403.31
Total Commitment (7/29/19)	<u>\$ 2,626,216.58</u>