

STEVE HEMINGER
 Executive Director,
 Metropolitan
 Transportation
 Commission

JACK BROADBENT
 Executive Officer/APCO,
 Bay Area Air Quality
 Management District

BRAD PAUL
 Acting Executive Director,
 Association of Bay Area Governments

ANDREW B. PREMIER
 Deputy Executive Director,
 Bay Area Headquarters Authority

**BOARD OF DIRECTORS OF
 375 BEALE CONDOMINIUM CORPORATION**

July 6, 2017

**Bay Area Metro Center
 375 Beale Street, Alcatraz Conference Room #8355
 2:30 p.m. – 3:00 p.m.**

Action

1. Roll Call / Confirm Quorum

Four directors are named in the Articles of Incorporation. The presence of three will constitute a quorum.

2. FY 2017-18 Operating Services Contracts*

Approval

The Board will be asked to authorize the Board Chair to negotiate and execute operating services contracts and/or issue purchase orders as follows:

<i>Vendor</i>	<i>Condominium Corporation Share Not to Exceed</i>
<i>Datalink</i>	<i>\$110,000</i>
<i>SecureWorks</i>	<i>\$50,000</i>
<i>AT&T</i>	<i>\$30,000</i>
<i>NTT</i>	<i>\$80,000</i>
<i>Level 3 and Cogent</i>	<i>\$30,000</i>
<i>NexusIS/Dimension Data</i>	<i>\$45,000</i>
<i>To be determined – likely WBE</i>	<i>\$50,000</i>
<i>JC Paper</i>	<i>\$25,000</i>
<i>First Choice Coffee Services</i>	<i>\$80,000</i>
<i>AAA Business Solutions</i>	<i>\$70,000</i>
<i>Cushman & Wakefield</i>	<i>\$30,000</i>
<i>Total</i>	<i>\$600,000</i>

3. Revision to Limitation on Delegated Signature Authority Under the Corporation's Procurement Policy

Approval

The Board will be asked to increase the limitation on delegated signature authority in Attachment A, Section 12 of the Condominium Corporation's procurement policy from \$25,000 to \$100,000.

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Board of Directors of 375 Beale Condominium Corporation will be on a date, time, and location to be duly noticed.

375 Beale Condominium Corporation

July 6, 2017

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* Staff report included in the packet

Public Comment: The public is encouraged to comment on agenda items at board meetings by completing a request-to-speak card (available from staff) and passing it to the board secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Meeting Conduct: If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the board may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

Record of Meeting: Board meetings are recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at our offices by appointment. Audiocasts are maintained on MTC's Web site for public review for at least one year.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

可及性和法令第六章: MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

Acceso y el Titulo VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Corporation. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

375 BEALE

CONDOMINIUM CORPORATION
Memorandum

Bay Area Metro Center, Suite 800
375 Beale Street, San Francisco, CA 94105
TEL 415.778.6700
EMAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Date: June 29, 2017

AGENDA ITEM 2

Subject: FY 2017-18 Operating Services Contracts

Background

A number of contracts/purchase orders are required in order to support the Condominium Corporation's shared services functions including information technology, business operations, special events and maintenance services. For the building to operate smoothly, the contracts are required for the entire fiscal year beginning July 1, 2017, and ending June 30, 2018.

Funding for these contracts is included in the recently adopted FY 2017-18 Bay Area Headquarters Authority budget. All of the proposed contracts are in compliance with the Condominium Corporation's procurement policy. The contracts are subject to Board approval since they each exceed the Condominium Corporation Chair's current delegated signature authority of \$25,000.

Staff requests approval of the following contracts:

Vendor	Description	Condominium Corporation Share Not to Exceed
Datalink	Network administration, management and support for building and Shared Services Operations (SSO) infrastructure.	\$110,000
SecureWorks	Managed security and firewall management for SSO network.	\$50,000
AT&T	Telephone service for shared areas.	\$30,000
NTT	Audio Visual setups and on-site support.	\$80,000
Level 3 and Cogent	Internet connectivity for shared areas, WiFi and business operations.	\$30,000
NexusIS/Dimension Data	Telepresence maintenance and support – WebEx and room hardware.	\$45,000
To be determined – likely WBE	Audio Visual hardware maintenance and support for in-room devices including monitors, controllers and cabling.	\$50,000
JC Paper	Paper, envelopes and other paper supplies.	\$25,000
First Choice Coffee Services	Coffee and tea supplies in pantries.	\$80,000
AAA Business Solutions	Office supplies for SSO.	\$70,000
Cushman and Wakefield	Security, janitorial, and engineering for after-hours events; and minor facility improvements for Agency spaces.	\$30,000
	Total Contracts	\$600,000

Recommendation:

Staff recommends that the 375 Beale Condominium Corporation authorize the Chair, or his Designee, to negotiate and execute operating services contracts and/or issue purchase orders as indicated above.

BAY AREA HEADQUARTERS AUTHORITY,
Facility Operator



By: Teri L. Green, Director

Attachment

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REQUEST FOR 375 BEALE CONDOMINIUM CORPORATION APPROVAL
Summary of Proposed Operating Contract

Work Item No.: 9120/9130

Contractor: Datalink

Work Project Title: FY 2017-18 Operating Services Contracts and Purchase Orders for the 375 Beale Condominium shared services operations

Purpose of Project: To provide annual operating services to support the shared services operations.

Brief Scope of Work: To provide network administration, management and support for building and shared services operations.

Project Cost Not to Exceed: \$110,000

Funding Source: Included in the FY 2017-18 Bay Area Headquarters Authority budget.

Fiscal Impact: Included in the FY 2017-18 Bay Area Headquarters Authority budget for shared services operations.

Motion by Committee: That the 375 Beale Condominium Chair is authorized to negotiate and enter into a contract with Datalink and/or issue purchase orders for services as described above, and in the Facility Operator's memorandum dated June 29, 2017; and that the Chief Financial Officer is directed to set aside funds in the amount of \$110,000 for such contract.

375 Beale Condominium Corporation:

Steve Heminger, Chair

Approved:

Date: July 6, 2017

REQUEST FOR 375 BEALE CONDOMINIUM CORPORATION APPROVAL
Summary of Proposed Operating Contract

Work Item No.: 9120/9130

Contractor: SecureWorks

Work Project Title: FY 2017-18 Operating Services Contracts and Purchase Orders for the 375 Beale Condominium shared services operations

Purpose of Project: To provide annual operating services to support the shared services operations.

Brief Scope of Work: To provide management security and firewall management for shared services operations network.

Project Cost Not to Exceed: \$50,000

Funding Source: Included in the FY 2017-18 Bay Area Headquarters Authority budget.

Fiscal Impact: Included in the FY 2017-18 Bay Area Headquarters Authority budget for shared services operations.

Motion by Committee: That the 375 Beale Condominium Chair is authorized to negotiate and enter into a contract with SecureWorks and/or issue purchase orders for services as described above, and in the Facility Operator's memorandum dated June 29, 2017; and that the Chief Financial Officer is directed to set aside funds in the amount of \$50,000 for such contract.

375 Beale Condominium Corporation:

Steve Heminger, Chair

Approved:

Date: July 6, 2017

REQUEST FOR 375 BEALE CONDOMINIUM CORPORATION APPROVAL
Summary of Proposed Operating Contract

Work Item No.: 9120/9130

Contractor: AT&T

Work Project Title: FY 2017-18 Operating Services Contracts and Purchase Orders for the 375 Beale Condominium shared services operations

Purpose of Project: To provide annual operating services to support the shared services operations.

Brief Scope of Work: To provide telephone service for share areas.

Project Cost Not to Exceed: \$30,000

Funding Source: Included in the FY 2017-18 Bay Area Headquarters Authority budget.

Fiscal Impact: Included in the FY 2017-18 Bay Area Headquarters Authority budget for shared services operations.

Motion by Committee: That the 375 Beale Condominium Chair is authorized to negotiate and enter into a contract with AT&T and/or issue purchase orders for services as described above, and in the Facility Operator's memorandum dated June 29, 2017; and that the Chief Financial Officer is directed to set aside funds in the amount of \$30,000 for such contract.

375 Beale Condominium Corporation:

Steve Heminger, Chair

Approved:

Date: July 6, 2017

REQUEST FOR 375 BEALE CONDOMINIUM CORPORATION APPROVAL
Summary of Proposed Operating Contract

Work Item No.: 9120/9130

Contractor: NTT

Work Project Title: FY 2017-18 Operating Services Contracts and Purchase Orders for the 375 Beale Condominium shared services operations

Purpose of Project: To provide annual operating services to support the shared services operations.

Brief Scope of Work: To provide audio visual setups and on-site support.

Project Cost Not to Exceed: \$80,000

Funding Source: Included in the FY 2017-18 Bay Area Headquarters Authority budget.

Fiscal Impact: Included in the FY 2017-18 Bay Area Headquarters Authority budget for shared services operations.

Motion by Committee: That the 375 Beale Condominium Chair is authorized to negotiate and enter into a contract with NTT and/or issue purchase orders for services as described above, and in the Facility Operator's memorandum dated June 29, 2017; and that the Chief Financial Officer is directed to set aside funds in the amount of \$80,000 for such contract.

375 Beale Condominium Corporation:

Steve Heminger, Chair

Approved:

Date: July 6, 2017

REQUEST FOR 375 BEALE CONDOMINIUM CORPORATION APPROVAL
Summary of Proposed Operating Contract

Work Item No.: 9120/9130

Contractor: Level 3 and Cogent

Work Project Title: FY 2017-18 Operating Services Contracts and Purchase Orders for the 375 Beale Condominium shared services operations

Purpose of Project: To provide annual operating services to support the shared services operations.

Brief Scope of Work: To provide internet connectivity for shared areas, WiFi and business operations.

Project Cost Not to Exceed: \$30,000

Funding Source: Included in the FY 2017-18 Bay Area Headquarters Authority budget.

Fiscal Impact: Included in the FY 2017-18 Bay Area Headquarters Authority budget for shared services operations.

Motion by Committee: That the 375 Beale Condominium Chair is authorized to negotiate and enter into a contract with Level 3 and Cogent and/or issue purchase orders for services as described above, and in the Facility Operator's memorandum dated June 29, 2017; and that the Chief Financial Officer is directed to set aside funds in the amount of \$30,000 for such contract.

375 Beale Condominium Corporation:

Steve Heminger, Chair

Approved:

Date: July 6, 2017

REQUEST FOR 375 BEALE CONDOMINIUM CORPORATION APPROVAL
Summary of Proposed Operating Contract

Work Item No.: 9120/9130

Contractor: NexusIS/Dimension Data

Work Project Title: FY 2017-18 Operating Services Contracts and Purchase Orders for the 375 Beale Condominium shared services operations

Purpose of Project: To provide annual operating services to support the shared services operations.

Brief Scope of Work: To provide telepresence maintenance and support – WebEx and room hardware.

Project Cost Not to Exceed: \$45,000

Funding Source: Included in the FY 2017-18 Bay Area Headquarters Authority budget.

Fiscal Impact: Included in the FY 2017-18 Bay Area Headquarters Authority budget for shared services operations.

Motion by Committee: That the 375 Beale Condominium Chair is authorized to negotiate and enter into a contract with NexusIS/Dimension Data and/or issue purchase orders for services as described above, and in the Facility Operator’s memorandum dated June 29, 2017; and that the Chief Financial Officer is directed to set aside funds in the amount of \$45,000 for such contract.

375 Beale Condominium Corporation:

Steve Heminger, Chair

Approved:

Date: July 6, 2017

REQUEST FOR 375 BEALE CONDOMINIUM CORPORATION APPROVAL
Summary of Proposed Operating Contract

Work Item No.: 9120/9130

Contractor: To be determined – likely WBE

Work Project Title: FY 2017-18 Operating Services Contracts and Purchase Orders for the 375 Beale Condominium shared services operations

Purpose of Project: To provide annual operating services to support the shared services operations.

Brief Scope of Work: To provide audio visual hardware maintenance and support for in-room devices including monitors, controllers and cabling.

Project Cost Not to Exceed: \$50,000

Funding Source: Included in the FY 2017-18 Bay Area Headquarters Authority budget.

Fiscal Impact: Included in the FY 2017-18 Bay Area Headquarters Authority budget for shared services operations.

Motion by Committee: That the 375 Beale Condominium Chair is authorized to negotiate and enter into a contract and/or issue purchase orders for services as described above, and in the Facility Operator's memorandum dated June 29, 2017; and that the Chief Financial Officer is directed to set aside funds in the amount of \$50,000 for such contract.

375 Beale Condominium Corporation:

Steve Heminger, Chair

Approved:

Date: July 6, 2017

REQUEST FOR 375 BEALE CONDOMINIUM CORPORATION APPROVAL
Summary of Proposed Operating Contract

Work Item No.: 9120/9130

Contractor: JC Paper

Work Project Title: FY 2017-18 Operating Services Contracts and Purchase Orders for the 375 Beale Condominium shared services operations

Purpose of Project: To provide annual operating services to support the shared services operations.

Brief Scope of Work: To provide paper, envelopes and other paper supplies.

Project Cost Not to Exceed: \$25,000

Funding Source: Included in the FY 2017-18 Bay Area Headquarters Authority budget.

Fiscal Impact: Included in the FY 2017-18 Bay Area Headquarters Authority budget for shared services operations.

Motion by Committee: That the 375 Beale Condominium Chair is authorized to negotiate and enter into a contract with JC Paper and/or issue purchase orders for services as described above, and in the Facility Operator's memorandum dated June 29, 2017; and that the Chief Financial Officer is directed to set aside funds in the amount of \$25,000 for such contract.

375 Beale Condominium Corporation:

Steve Heminger, Chair

Approved:

Date: July 6, 2017

REQUEST FOR 375 BEALE CONDOMINIUM CORPORATION APPROVAL
Summary of Proposed Operating Contract

Work Item No.: 9120/9130

Contractor: First Choice Coffee Services

Work Project Title: FY 2017-18 Operating Services Contracts and Purchase Orders for the 375 Beale Condominium shared services operations

Purpose of Project: To provide annual operating services to support the shared services operations.

Brief Scope of Work: To provide coffee and tea supplies in pantries.

Project Cost Not to Exceed: \$80,000

Funding Source: Included in the FY 2017-18 Bay Area Headquarters Authority budget.

Fiscal Impact: Included in the FY 2017-18 Bay Area Headquarters Authority budget for shared services operations.

Motion by Committee: That the 375 Beale Condominium Chair is authorized to negotiate and enter into a contract with First Choice Coffee Services and/or issue purchase orders for services as described above, and in the Facility Operator's memorandum dated June 29, 2017; and that the Chief Financial Officer is directed to set aside funds in the amount of \$80,000 for such contract.

375 Beale Condominium Corporation:

Steve Heminger, Chair

Approved:

Date: July 6, 2017

REQUEST FOR 375 BEALE CONDOMINIUM CORPORATION APPROVAL
Summary of Proposed Operating Contract

Work Item No.: 9120/9130

Contractor: AAA Business Solutions

Work Project Title: FY 2017-18 Operating Services Contracts and Purchase Orders for the 375 Beale Condominium shared services operations

Purpose of Project: To provide annual operating services to support the shared services operations.

Brief Scope of Work: To provide office supplies for shared services operations.

Project Cost Not to Exceed: \$70,000

Funding Source: Included in the FY 2017-18 Bay Area Headquarters Authority budget.

Fiscal Impact: Included in the FY 2017-18 Bay Area Headquarters Authority budget for shared services operations.

Motion by Committee: That the 375 Beale Condominium Chair is authorized to negotiate and enter into a contract with AAA Business Solution and/or issue purchase orders for services as described above, and in the Facility Operator's memorandum dated June 29, 2017; and that the Chief Financial Officer is directed to set aside funds in the amount of \$70,000 for such contract.

375 Beale Condominium Corporation:

Steve Heminger, Chair

Approved:

Date: July 6, 2017

REQUEST FOR 375 BEALE CONDOMINIUM CORPORATION APPROVAL
Summary of Proposed Operating Contract

Work Item No.: 9120/9130

Contractor: Cushman & Wakefield

Work Project Title: FY 2017-18 Operating Services Contracts and Purchase Orders for the 375 Beale Condominium shared services operations

Purpose of Project: To provide annual operating services to support the shared services operations.

Brief Scope of Work: To provide security, janitorial, and engineering for after-hours events; and minor facility improvements for agency spaces.

Project Cost Not to Exceed: \$30,000

Funding Source: Included in the FY 2017-18 Bay Area Headquarters Authority budget.

Fiscal Impact: Included in the FY 2017-18 Bay Area Headquarters Authority budget for shared services operations.

Motion by Committee: That the 375 Beale Condominium Chair is authorized to negotiate and enter into a contract with Cushman & Wakefield and/or issue purchase orders for services as described above, and in the Facility Operator's memorandum dated June 29, 2017; and that the Chief Financial Officer is directed to set aside funds in the amount of \$30,000 for such contract.

375 Beale Condominium Corporation:

Steve Heminger, Chair

Approved:

Date: July 6, 2017