



**EAST BAY REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA STAFF REPORT**

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<b>DATE</b>	October 15, 2024
<b>TITLE</b>	Authorization to Transfer Funds in the Amount of \$375,000 and Award a Contract for \$255,053 to Williams Scotsman, Inc for the Purchase of a Modular Office Building for Peralta Oaks Administration
<b>DIVISION</b>	Finance and Management Services
<b>FROM</b>	Katie Dignan, Assistant Finance Officer Deborah Spaulding, Assistant General Manager of Finance and Management Services
<b>APPROVED</b>	Sabrina Landreth, General Manger 

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**RECOMMENDATION**

The General Manager recommends that the Board of Directors transfer \$375,000 from Project 166000 Modernize Peralta Oaks Office to Project 169200 Modular Office Peralta Oaks and award a contract for \$255,053 to Williams Scotsman, Inc. for the purchase of a Modular Office Building.

**BACKGROUND**

The Peralta Oaks Administration Building (Peralta Oaks) currently houses over 220 permanent employees. Over the last several years the number of staff located at Peralta Oaks has gradually increased, as new positions have been added and vacant positions have been filled. Offices Services has coordinated the reconfiguration of workstations and office spaces to accommodate existing and new staff members. These reconfigurations have required reductions in cubicle sizes and sharing of some private offices. All available spaces have been allocated for existing staff and positions that are budgeted to be filled this year. Construction of the new Peralta Oak North building to accommodate Public Safety Headquarters as well as Human Resources and the Clerk of the Board is not scheduled to be complete until late 2026. Additional private office spaces are needed to ensure the East Bay Regional Park District can provide sufficient workspaces and to accommodate new staff members that will be added over the next two years.

**ANALYSIS**

Over the last year staff have explored different options to address office space requirements. All East Bay Regional Park District (Park District) facilities that have office space or could be quickly renovated for office use are currently occupied or programed from future use. Based on projected staff growth, need for team collaboration and coordination, as well as proximity to existing infrastructure supporting overall district administrative activities, a modular office onsite at Peralta Oaks is the best option to fill this temporary need.

Through Omnia Partners' Cooperative Purchasing program, staff has identified a vendor to provide a modular office that will meet the Park District's needs: Williams Scotsman, Inc., which has a national

cooperative contract for Modular Buildings, Portable Storage and Relocatable Walkways with Region 4 Education Service Center. The Board Operating Guidelines allow for the formal bidding requirement to be waived when using cooperative purchasing agreements, as the price was established through a competitive bidding process.

As the Park District continues to expand and acquire new parklands the need for staff support facilities continues to increase. When comparing the cost for leasing a 36' x 60' modular office versus purchasing, the price difference was approximately \$100,000. The benefit of purchasing the modular office is that the building can be moved to provide a temporary workspace at one of our park locations that requires additional office space once the office is no longer needed at Peralta Oaks.

The Modular office will provide six, 12' x 12' private offices, eight workstations and two restrooms. Furniture as well as electrical, sewer, and IT service connections will be required for the facility. Office Services will coordinate with Maintenance and Skilled Trades and Information Services to complete the electrical and network connections. The total area of the modular office building including the ADA Ramp is 45' x 60' and will occupy approximately 20 parking spaces. In order to maintain parking capacity, the modular office will replace the parklet space on lot #4. The project is anticipated to take approximately four - five months for permitting, delivery, installation, and service commissioning. The modular office would be available for staff use by late February/early March.

Staff recommends that the Board of Directors authorize the transfer of \$375,000 from Project 166000 Modernize Peralta Oaks Office to Project 169200 Modular Office Peralta Oaks to support completion of the entire project and authorize the award of a contract to Williams Scotsman in the amount of \$255,053 for the purchase of a Modular Office Building.

**FISCAL IMPACT**

<b>SOURCE OF FUNDS</b>	
Project 166000 Modernize Peralta Oaks Office	\$426,874
<b>Total Funds Available</b>	<b>\$426,874</b>

<b>USE OF FUNDS</b>	
Purchase Modular Office Building	\$255,053
Furniture	\$50,000
Service Connections and Equipment	\$69,947
<b>Total Current Project Cost</b>	<b>\$375,000</b>

**ATTACHMENTS**

None



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION NO. 2024 – 10 -  
OCTOBER 15, 2024**

**AUTHORIZATION TO TRANSFER FUNDS IN THE AMOUNT OF \$375,000 AND  
AWARD A CONTRACT FOR \$255,053 TO WILLIAMS SCOTSMAN, INC FOR THE  
PURCHASE OF A MODULAR OFFICE BUILDING FOR PERALTA OAKS  
ADMINISTRATION**

**WHEREAS**, the East Bay Regional Park District (Park District) is in need of additional office space to house newly hired employees; and

**WHEREAS**, the new Peralta Oaks North building is not scheduled to be complete for at least two years; and

**WHEREAS**, the Park District desires to purchase a Modular Office Building to accommodate staff until the new building is complete; and

**WHEREAS**, Board Operating Guidelines provide for the use of cooperating purchasing agreements; and

**WHEREAS**, the Park District has identified that Region 4 Education Service Center has a national cooperative contract for Modular Buildings, Portable Storage, and Relocatable Walkways with Williams Scotsman, Inc; and

**WHEREAS**, there is currently \$426,874 remaining in the Modernize Peralta Oaks Office Project No. 166000;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the East Bay Regional Park District hereby authorizes entering into a contract with Williams Scotsman, Inc in the amount of \$255,053 to purchase a Modular Office Building for Peralta Oaks Administration as presented to the Board on October 15, 2024; and

**BE IT FURTHER RESOLVED**, that the Board of Directors of the East Bay Regional Park hereby authorizes the transfer of \$375,000 from Modernize Peralta Oaks Office Project No. 166000 to Project No. 169200 Modular Office Peralta Oaks

**BE IT FURTHER RESOLVED**, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director \_\_\_\_\_, and seconded by Director \_\_\_\_\_, and  
adopted October 15, 2024, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: