



Midpeninsula Regional
Open Space District

PROCUREMENT AGENDA ITEM

R-26-141
Meeting 26-24
September 23, 2026

AGENDA ITEM 8

AGENDA ITEM

Award of Contract to EMID Design Group for Procurement and Installation of 21 Workstations

GENERAL MANAGER'S RECOMMENDATIONS

⑦ *den*

1. Award a contract to Erin Melkonian Interior Design, Inc., (EMID Design Group) of Fresno, CA to furnish and install workstations in the Administrative Office for a not-to-exceed base amount of \$136,559.
2. Authorize a 10% contingency amount of \$13,655 to be reserved for unanticipated issues, additional furnishings and/or replacement items, for a total not-to-exceed contract amount of \$150,214.

SUMMARY

The Midpeninsula Regional Open Space District (District) is preparing to repurpose four zones within the District's Administrative Office located at 5050 El Camino Real in Los Altos for operational use. These zones include a) an area formerly known as suite 400, located on the first-floor northeast wing, b) three breezeway areas located throughout the building, and c) one area located adjacent to the Cloverdale conference room. The General Manager recommends awarding a contract to Erin Melkonian Interior Design, Inc., (EMID Design Group) for a not-to-exceed base amount of \$136,559 to furnish and install 21 workstations, with installation concluding by the end of calendar year 2026. In addition, the General Manager recommends a 10% contingency in the amount of \$13,655 to cover unanticipated issues, additional furnishings and/or replacement items. There are sufficient funds in the adopted Fiscal Year 2026-27 (FY27) to cover the costs of the recommendation.

DISCUSSION

The District is proceeding with repurposing several zones within the Administrative Office into operational staff workstations, partially prompted by the growth in staff positions since 2023 as part of the Financial and Operational Sustainability Model (FOSM) Refresh and the coincidental recent opening of a previously leased office suite in the building. Between 2023 and 2025, the office suite had been leased out to tenants who held a short-term two-year lease. When the tenant vacated Suite 400 in 2025, the District spent around 5 months attempting to identify a new tenant. However, given the high volume of vacant office lease spaces, short term lease offered (12 months), and low demand for office space, this small space did not lease. As a result, the

District is now shifting to repurpose this space for District operational use. Along with this shift, the District evaluated other lightly underutilized areas within existing operational areas to identify other locations where workstations can be added, such as the breezeways in the center areas of each wing and one area near the Cloverdale conference room (see Attachment 1, Furniture Plan). By outfitting these areas with workstations, the District will have sufficient workstations for each regular employee and for temporary employees, including interns, for the foreseeable future.

PROCUREMENT PROCESS AND SELECTION

On August 26, 2026, District staff issued a Request for Bids (RFB) via BidNet and advertised in San Mateo County Times for a vendor to supply and install the 21 workstations. The District held one non-mandatory pre-bid meeting on September 3, 2026. The District received and publicly opened two bids on September 15, 2026 at 11:00 a.m.

After a review of the bids, it was determined that the bid submitted by KBM Hogue was non-responsive for failure to provide a bid that satisfied the RFB specifications. Specifically, the bid specified smaller, 6-foot by 6-foot cubicles instead of the required 7-foot by 7-foot cubicles specified in the RFB. Therefore, the bid was deemed nonresponsive. Instead, EMID Design Group was deemed to be the lowest responsive bid. EMID Design Group's bid will provide workstations that match as closely as possible the existing furniture within the Administrative Office. The bid includes the cost of the workstations, delivery to the AO and installation, including electrical connections.

Contractor	Location	Total Base Bid	Percent Over/Under Cost Estimate of \$110,000
KBM Hogue	Santa Clara, CA	\$80,706	31%
EMID Design Group	Fresno, CA	\$136,559	19%

The current bid compared to the bid of 2024 is approximately 19% higher per cubicle. However, the current set of cubicles is dispersed throughout the building and therefore has more freestanding pods and fewer shared panels/walls than in 2024, including additional wiring and installation. In addition, EMID's bid will provide all new workstations, rather than refurbished models, which may not currently be readily available.

FISCAL IMPACT

The \$136,559 expense was not included in the adopted budget but will be covered by anticipated savings elsewhere in the operating budget. No budget adjustment is needed. The recommended action is not funded by Measure AA.

PRIOR BOARD AND COMMITTEE REVIEW

Related workstation improvements for the District's Administrative Office have come before the full Board of Directors at the following public meetings:

- **October 13, 2021:** Board authorization for the General Manager to enter into a contract with EMID Design Group for District Staff Furniture Procurement Installation and Procurement for furnishing the first floor only of the new Administrative Office. ([R-21-136](#), [Meeting Minutes](#))
- **January 24, 2024:** Authorization for the General Manager to enter into a contract with EMID Design Group to furnish and install 24 staff workstations to occupy the northern section of the east wing (not including Suite 400) of the 1st Floor of the Administrative Office. ([R-24-13](#), [Meeting Minutes](#))

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

The District has determined that this proposed installation of new workstations at the Administrative Office is categorically exempt under State CEQA guidelines Section 15301, Existing Facilities.

NEXT STEPS

If approved, the General Manager will execute a contract with EMID Design Group. Final contract execution is subject to the contractor meeting all District requirements, including required insurance and bonding.

Attachment(s)

1. Furniture Plan
2. Workstations

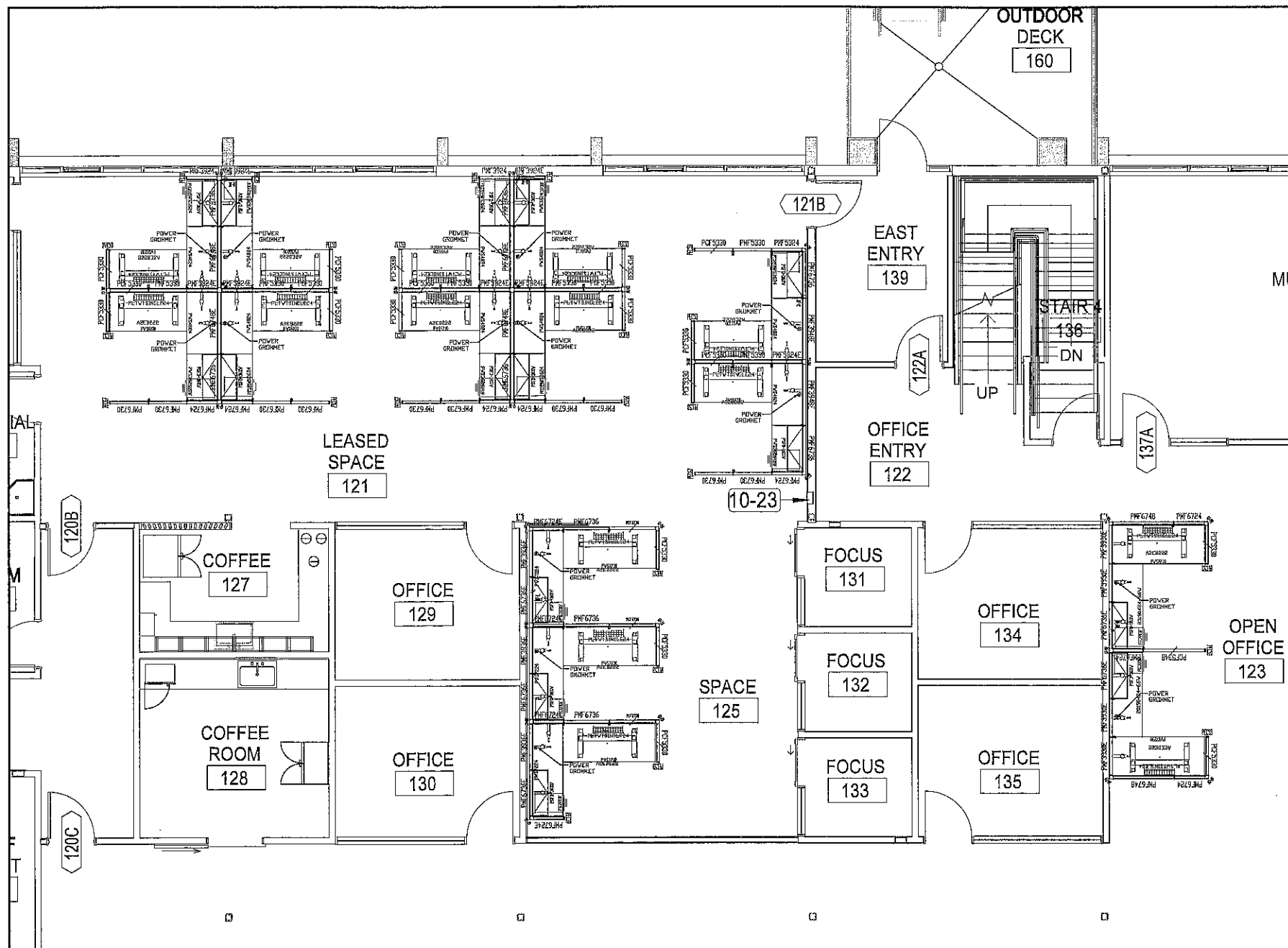
Responsible Department Head/Contact person:

Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services

Prepared by:

Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services

Samantha Rozal, Management Fellow, General Manager's Office



EMID Design Group

4003 N. BRAWLEY, SUITE 101
FRESNO, CA 93722
555.278.7000
EMID-DESIGNGROUP.COM

DATE
04/03/20
PROJECT
MIDPEN REGIONAL OPEN SPACE

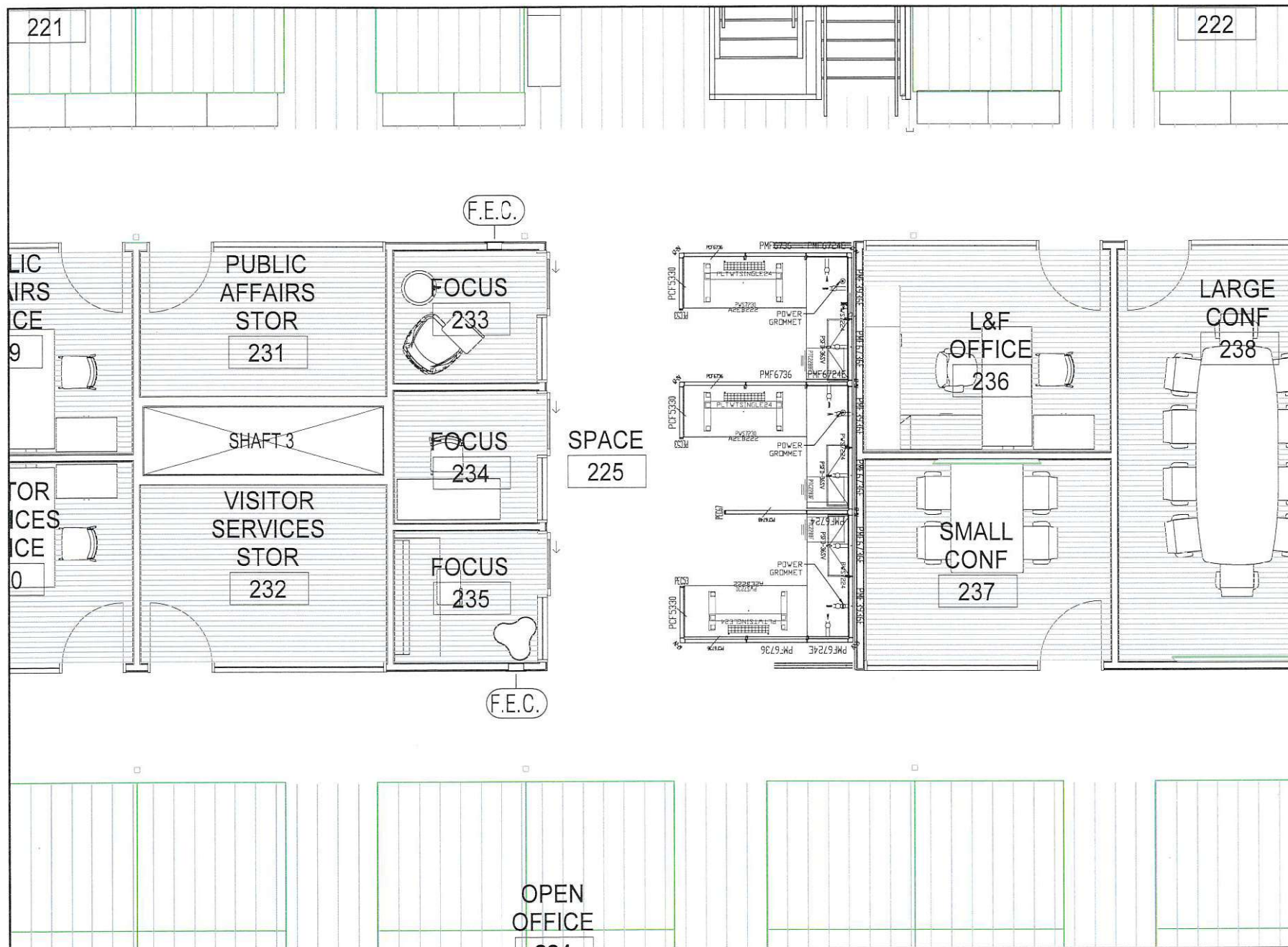
5050 BL CAMINO REAL
LOS ALTOS, CA 94022
PROJECT
FURNITURE PLAN
SCALE
3/8" = 1'-0"
DRAWN BY
M. LOPEZ
CHECKED BY

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#EMIDDESIGNGROUP

ID 1.0





EMID Design Group

4803 N. BRAWLEY, SUITE 101
FRESNO, CA 93722
555 276 7300
EMID-DESIGNGROUP.COM

DATE

09/03/26

PROJECT

MIDPEN REGIONAL OPEN SPACE

ADDRESS

5050 EL CAMINO REAL

LOS ALTOS, CA 94022

PROJECT

FURNITURE PLAN

SCALE

1/2" = 1'-0"

DRAWN BY

M. LOPEZ

REVISIONS

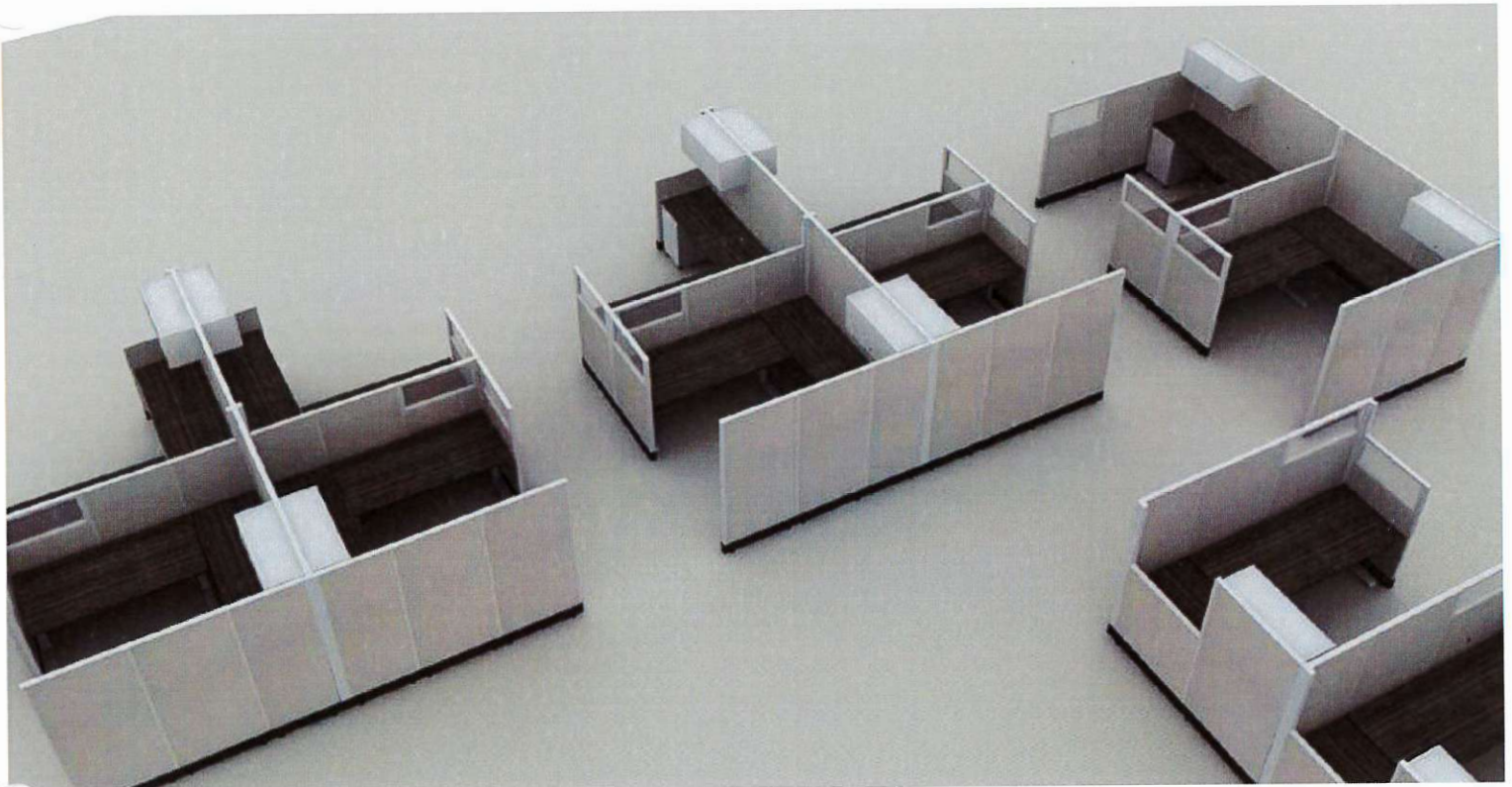
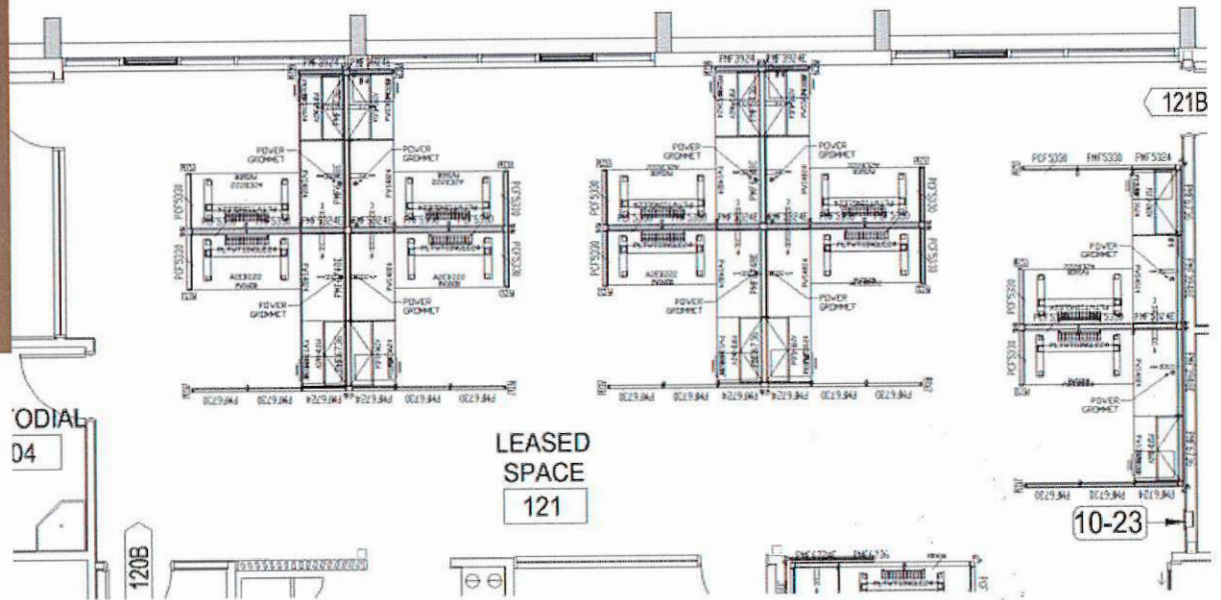
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#EMIDDESIGNGROUP

ID 3.0

LEASED SPACE 121

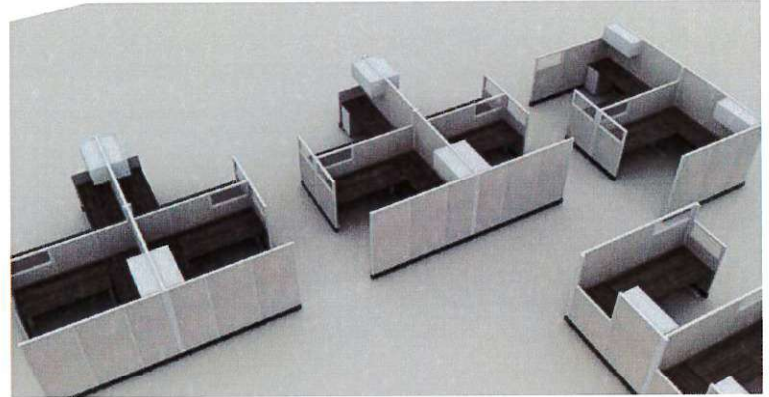
TOTAL 10 WORKSTATIONS



*RENDERING IS TO SHOW LAYOUT. FINISHES WILL MATCH EXISTING WORKSTATIONS.

LEASED SPACE 121

TOTAL 10 WORKSTATIONS



***RENDERING IS TO SHOW LAYOUT.
FINISHES WILL MATCH EXISTING
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TECHNICAL SPECIFICATIONS

Office Star Products Workstations

Manufacturer: Office Star Products - New Workstations

Dimensions: 7'x7' Cubicles

Features:

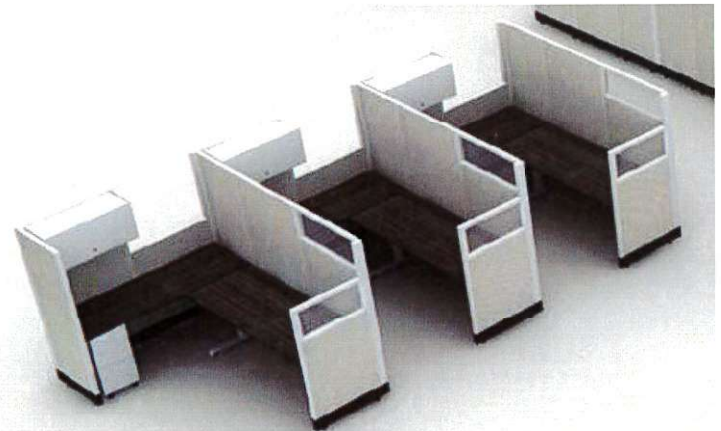
- 10 Workstations
- 60" W x 30" D motorized adjustable height work surface
- 48" W x 24" D and 36" W x 24" D fixed height return work surface
- 15" W x 22" D mobile box/box/file pedestal
- 36" W x 12" D lockable overhead storage bin
- Tackable fabric panels, various heights used of 39", 53" and 67"
- Glass used with 53" high panels at ends, 67" high panels used along main walkways for privacy
- Power and data faceplate located at the base along the spine of the workstations
- Desktop grommet with power and USB port
- Wire management rack for motorized adjustable height work surface

Color:

Finishes to match previously installed workstations.

Finishes: White paint, Fabric panels in Drift fabric, Laminate in White

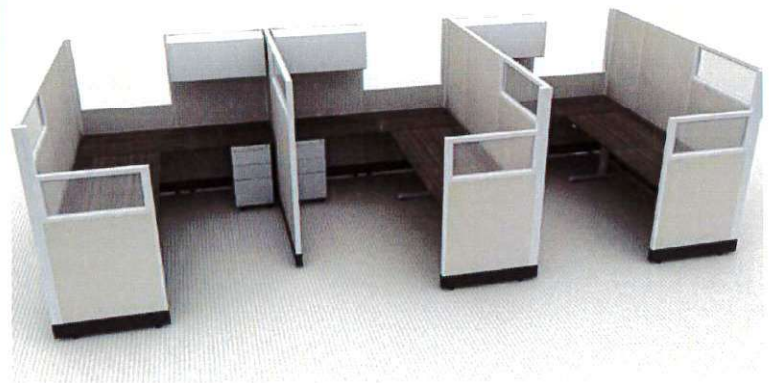
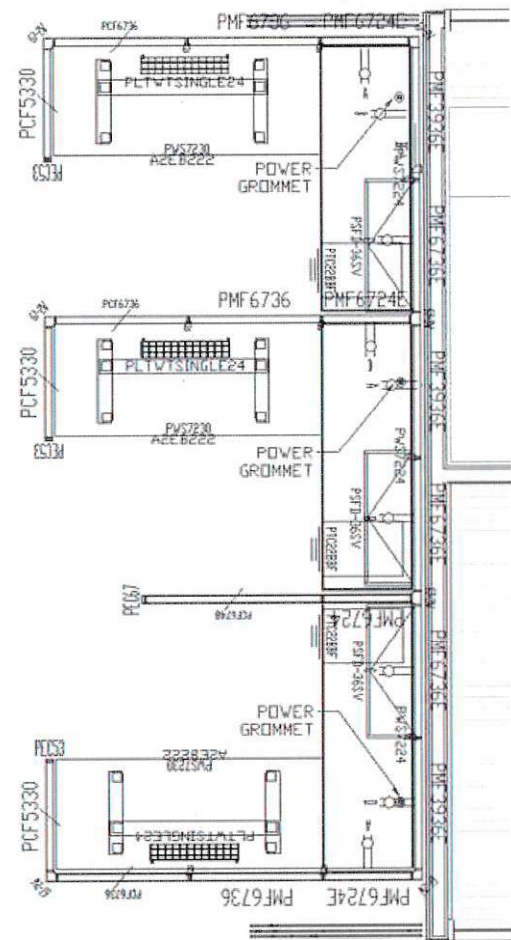
Warranty: Office Star lifetime frames, 5 years electrical & laminate, 3 years for fabric



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FINISHES WILL MATCH EXISTING
WORKSTATIONS.

TOTAL 11 WORKSTATIONS

SPACE
225

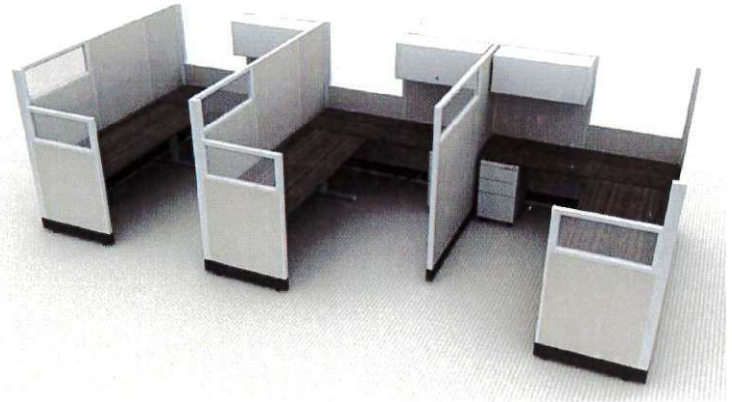


***RENDERING IS TO SHOW LAYOUT.
FINISHES WILL MATCH EXISTING
WORKSTATIONS.

SPACE

123, 125, 225 & 245

TOTAL 11 WORKSTATIONS



***RENDERING IS TO SHOW LAYOUT.
FINISHES WILL MATCH EXISTING
WORKSTATIONS.

TECHNICAL SPECIFICATIONS

Office Star Products Workstations

Manufacturer: Office Star Products - New Workstations

Dimensions: 6'x8' Cubicles

Features:

- 11 Workstations
- 72" W x 30" D motorized adjustable height work surface
- 72" W x 24" D fixed height return work surface
- 15" W x 22" D mobile box/box/file pedestal
- 36" W x 12" D lockable overhead storage bin
- Tackable fabric panels, various heights used of 39", 53" and 67"
- Glass used with 53" and 67" high panels at ends, 67" high panels used along main walkways for privacy
- Power and data faceplate located at the base along the spine of the workstations
- Desktop grommet with power and USB port
- Wire management rack for motorized adjustable height work surface

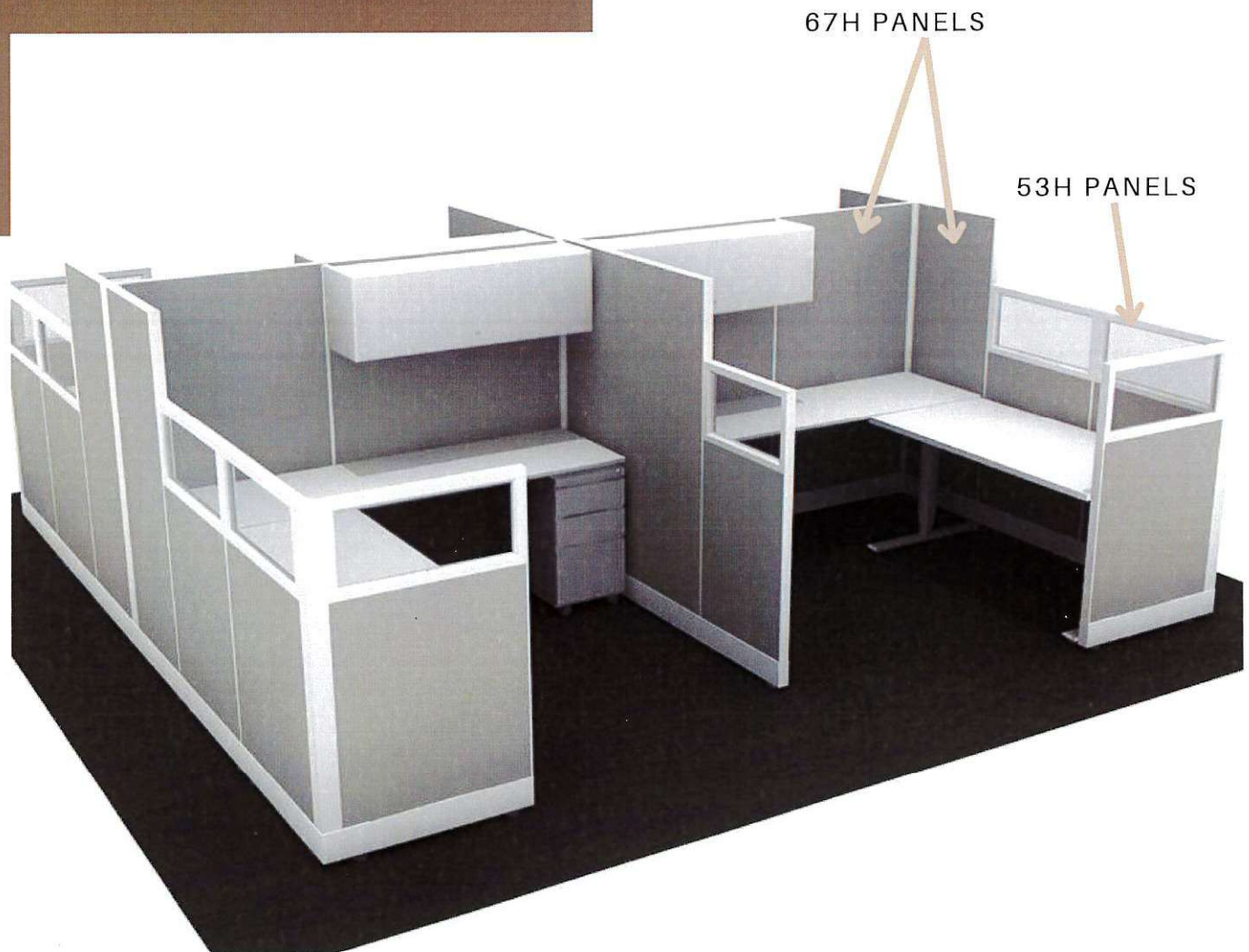
Color:

Finishes to match previously installed workstations.

Finishes: White paint, Fabric panels in Drift fabric, Laminate in White

Warranty: Office Star lifetime frames, 5 years electrical & laminate, 3 years for fabric

WORKSTATIONS



***RENDERING SHOWS A DIFFERENT WORKSTATION LAYOUT
PLEASE REFER TO FLOOR PLAN LAYOUT FOR EXACT PANEL LAYOUT

WORKSTATIONS

PRODUCT INSTALL PHOTOS



FABRIC SIMILAR TO
EXISTING.

FLIPPER DOOR IS WHITE
METAL



RACEWAY WILL BE IN
WHITE TO MATCH
EXISTING.

BBF WILL BE MOBILE
TO MATCH EXISTING.

SURFACES WILL BE
WHITE LAMINATE TO
MATCH EXISTING.