

SUMMARY STATEMENT

ITEM NO.: PATCO-17-023

**SUBJECT: Reconfigure Finance Office
Space in Lindenwold Administration
Building**

COMMITTEE:

Operations & Maintenance

COMMITTEE MEETING DATE:

August 1, 2017

BOARD ACTION DATE:

August 16, 2017

PROPOSAL: That the Board authorizes staff to negotiate a contract with Oliver Communications Group, Inc. to reconfigure the Finance Offices in the Lindenwold Administration Building.

Amount: Up to \$294,313.00

Consultants: Oliver Communications Group, Inc.
2457 Old York Road
Bordentown, NJ 08505

PURPOSE: To adopt a resolution authorizing staff to negotiate a contract with Oliver Communications Group, Inc. to reconfigure the Finance Offices in the Lindenwold Administration Building. This work will be under GSA Schedule No. GS-35F-204DA pricing.

BACKGROUND: Currently, the Finance Offices at PATCO are split between two locations, one being on the second floor of the Administration Building and the other being in Lindenwold Station. These offices have not been renovated in over 25 years. This configuration is neither optimal nor efficient.

This project will reconfigure the second floor Finance Offices so that they will accommodate all the PATCO Finance Department personnel including those currently located in Lindenwold Station. A non-load bearing wall will be removed and cubicles will be installed to provide necessary work space. New network drops will be installed to accommodate computer workstations, phones and printers. A teleconference room will be installed to allow for videoconferencing with their DRPA counterparts and others. Throughout the office space, automated LED lighting will be installed that can sense if a room is occupied, significantly improving energy efficiency. In addition, the restrooms will be made ADA compliant.

The relocation of the Lindenwold Station Finance Department staff offers an additional benefit by making space available for PATCO's

Fare Collection Equipment technicians. When elevators are installed to serve our customers at City Hall Station, the elevators will displace the technicians currently working out of that space. The office space vacated by the Finance personnel will be re-utilized by the Fare Collection Equipment technicians.

Utilizing Oliver Communications Group, Inc., this project will add the necessary capacity to bring all of Finance at PATCO into one office setting, increase efficiency, and provide necessary space for the Fare Collection technicians.

SUMMARY:	Amount:	Not to exceed \$294,313.00
	Source of Funding:	2013 Revenue Bonds
	Operating Budget:	N/A
	Capital Project #:	SCD.36020
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	Three (3) months
	Other Parties Involved:	N/A

PATCO-17-023
Operations & Maintenance: August 1, 2017
Board Date: August 16, 2017
Reconfigure Finance Office Space
in Lindenwold Administration Building

RESOLUTION

RESOLVED: That the Board of Commissioners of the Port Authority Transit Corporation authorizes staff to negotiate a contract with Oliver Communications Group, Inc. to reconfigure the Finance Offices in the Lindenwold Administration Building at a cost not to exceed \$294,313.00; and be it further

RESOLVED: That the Chairman, Vice Chairman and the President must approve and are hereby authorized to approve and execute all necessary agreements, contracts or other documents on behalf of PATCO. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and President and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on half of PATCO along with the President. If both the Chairman and Vice Chairman are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the President shall execute such documents on half of PATCO.

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