



Legislation Text

File #: 24-0401, **Version:** 1

Chief Administrative Office, Procurement and Contracts Division, recommending the Board approve the following:

- 1) Award Bid 24-0028 for the purchase of Office Furniture to the low qualified bidders, Interior Spaces Corporation of Sacramento, CA; Miles Treaster and Associates of Sacramento, CA; and Walker's Office Supplies Incorporated of Sacramento, CA;
- 2) Authorize the Purchasing Agent to issue a purchase order contract for each awarded bid category to Interior Spaces Corporation for Category 1 - Office Master Chairs in the amount of \$100,000, Miles Treaster & Associates for Category 2 - HON Furniture in the amount of \$10,000; Walker's Office Supplies, Incorporated for Category 3 - "Performance Line" Desking in the amount of \$145,000 and Miles Treaster & Associates for Category 4 - Workrite Keyboard Trays in the amount \$5,000, for a total amount of \$260,000 for a thirty-six month term following Board approval; and
- 3) Authorize the Purchasing Agent to increase the purchase order contracts on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.

FUNDING: Various - General Fund and Non-General Fund.

DISCUSSION / BACKGROUND

The Procurement and Contracts Division issued an Invitation to Bid for Office Furniture, including Office Master Chairs, HON Metal Filing, Storage and related products, Performance Line (PL) Classic Laminate Desking, and Workrite Keyboard trays, for use by all County departments.

The Invitation to Bid was published in the County's eProcurement system, PlanetBids. Fifty-three (53) bid notification letters were mailed or email, one to a local vendor. Four qualified responses were received, none from a local vendor. The bid evaluation was based on estimated usage for each category of Office Furniture for the previous thirty-two month period with the exception of Category II - Office Master Chairs. This category was based on a single unit.

ALTERNATIVES

The competitive bid process is designed to provide the County with the best pricing for items needed by County departments. The Board may choose not to award the bid which would result in reduced savings for office furniture purchases made by County departments.

PRIOR BOARD ACTION

- March 14, 2015, Legistar 15-0285 - Office Furniture bid award.
- March 28, 2017, Legistar 17-0290 - Office Furniture bid award.
- April 2, 2019, Legistar 19-0439 - Office Furniture bid award.
- April 6, 2021, Legistar 21-0439 - Office Furniture bid award.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

There is no direct fiscal impact related to the award of this bid. The purchase order contracts do not encumber or obligate any funds. Once the purchase order contracts are issued, the County is under no obligation to make any purchases. It is the responsibility of each department desiring to purchase office furniture to ensure that funding is included and available in their annual budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS

No follow up action needed.

STRATEGIC PLAN COMPONENT

Good Governance - Competitive Bidding

CONTACT

Michele Weimer, Procurement and Contracts Manager/Purchasing Agent