



Legislation Text

File #: 17-0290, **Version:** 1

Chief Administrative Office, Procurement and Contracts Division on behalf of all County departments recommending the Board consider the following:

- 1) Award Bid 17-425-040 for the purchase of Office Furniture to the low qualified bidders, Sierra Office Systems Products of Placerville, CA. and Office Depot, Inc. of Sacramento, CA.;
- 2) Authorize the Purchasing Agent to issue blanket purchase orders to Sierra Office Systems Products in the amount of \$184,000, and to Office Depot in the amount of \$11,000 for a total award in the amount of \$195,000 for a twenty-four-month (24 month) award period following Board approval; and
- 3) Authorize the Purchasing Agent to increase the blanket purchase order on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.

FUNDING: General Fund.

DEPARTMENT RECOMMENDATION

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- 3) Authorize the Purchasing Agent to increase the blanket purchase order on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.

DISCUSSION / BACKGROUND

In order to secure advantageous pricing and to provide a consistent method for departments to procure office furniture, the Procurement and Contracts Division issued an Invitation to Bid for Office Furniture including: Maxon Systems Furniture, Office Master Chairs, HON Metal Filing, Storage and related products, Performance Line (PL) - Classic Laminate desking, and Ergonomic Solutions for use by all County departments. The bid award will be for one twenty four-month (24 month) award period.

Forty (40) Bid Notification Letters were mailed, two to local vendors. Four qualified responses were received, one from a local vendor.

The bid award amounts are based on actual purchases made for each category of office furniture for the previous twenty-two-month (22 month) period:

\$ 33,000 Category 1 - Maxon System Furniture

\$ 58,700 Category 2 - Office Master Chairs

\$ 60,700 Category 3 - HON furniture (metal storage/cabinets/shelves, tables, conference room)

chairs)

\$ 24,000 Category 4 - PL furniture (laminated desking)

\$ 8,300 Category 6 - Workfit (ergonomic keyboard trays, monitor stands)

\$184,700 Total Award to Sierra Office Systems (rounded down to \$184,000)

\$11,100 Category 5 - Ergotron (sit/stand workstations, tall user kits)

Total Award to Office Depot (rounded down to \$11,000)

ALTERNATIVES

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

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

There is no direct fiscal impact related to the award of this bid. The blanket purchase orders do not encumber or obligate any funds. Once the blanket purchase orders 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 for any purchase orders issued under the blanket purchase order.

CLERK OF THE BOARD FOLLOW UP ACTIONS

None

STRATEGIC PLAN COMPONENT

Good Governance (competitive bid process)

CONTACT

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