



## Legislation Text

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**File #:** 15-0285, **Version:** 1

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

- 1) Award Bid No. 15-425-023 for the purchase of office furniture to the low qualified bidders, Office Depot of Sacramento, CA; Sierra Office Supplies of Sacramento, CA.; and Seats and Stations of Roseville, CA.;
- 2) Authorize the Purchasing Agent to issue multiple blanket purchase orders to the same three bidders in the total amount of \$350,000.00, 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.

### **Fiscal Impact/Change to Net County Cost**

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 furniture to secure funding in its budget.

### **Reason for Recommendation**

In order to secure advantageous pricing and to provide a convenient method for departments to procure office furniture, the Procurement and Contracts division issued an Invitation to Bid for Office Furniture. The categories bid were: Maxon Systems Furniture, Office Master Chairs, Hon Metal Filing and Storage Furniture, Performance Line - Classic Laminate Series Desking, and Ergonomic Solutions.

Thirty-seven (37) Bid Notification Letters were mailed, three (3) to local vendors. Five qualified bid response were received, none from local vendors.

The bid evaluation is based on the actual usage for each Category from the previous 24 months, with exception of the Performance Line - Classic Laminate Series Desking and all Ergonomic Solutions. These are new categories that have not been bid before.

### **Clerk of the Board Follow Up Actions**

Following Board approval, the Procurement and Contracts division will issue multiple blanket purchase orders in the total amount of \$350,000.00 to; Office Depot in the amount of \$315,000.00 for Categories I, II, III and the ISE and Ergotron portion of Category V, Sierra Office Supplies in the amount of \$5,000.000 for the Category V - Workrite portion, and to Seats and Stations in the amount of \$30,000.00 for Category IV for a twenty-four month (24-month) award period.

### **Contact**

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### **Concurrences**

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