County of El Dorado

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Legislation Details (With Text)

File #:	22-0792 **Version:** 1		
Type:	Agenda Item	**Status:**	Approved
File created:	4/21/2022	**In control:**	Board of Supervisors
On agenda:	5/17/2022	**Final action:**	5/17/2022
Title:	1) Award Bid No. 21-615-048 for the purchase of Office Supplies to Walker's Office Supplies of Rocklin, CA; 2) Authorize the Purchasing Agent to issue a purchase contract in the amount of $1,500,000 for a three (3) year term, with two (2) one (1) year options to extend; 3) Authorize the Purchasing Agent to increase the purchase contract on an "as needed" basis during the awarded period if funding is available within the requesting departments' budgets; 4) Authorize the Purchasing Agent to extend the purchase contract through the two (2) one (1) year extensions if deemed to be in the best interest of the County to do so; and 5) Reject the Bid Protest submitted by Sierra Office Systems and Products for Bid No. 21-615-048. FUNDING: General Fund and Non-General Fund.		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. A - BID 21-605-048, 2. B - Evaluation 21-615-048, 3. C - Notice of Protest, 4. D - Bid Protest Response		

Date	Ver.	Action By	Action	Result
5/17/2022	1	Board of Supervisors	Approved	Pass

1) Award Bid No. 21-615-048 for the purchase of Office Supplies to Walker's Office Supplies of Rocklin, CA;
2) Authorize the Purchasing Agent to issue a purchase contract in the amount of $1,500,000 for a three (3) year term, with two (2) one (1) year options to extend;
3) Authorize the Purchasing Agent to increase the purchase contract on an "as needed" basis during the awarded period if funding is available within the requesting departments' budgets;
4) Authorize the Purchasing Agent to extend the purchase contract through the two (2) one (1) year extensions if deemed to be in the best interest of the County to do so; and
5) Reject the Bid Protest submitted by Sierra Office Systems and Products for Bid No. 21-615-048.

FUNDING: General Fund and Non-General Fund.

DISCUSSION / BACKGROUND

On February 1, 2022, the Procurement and Contracts Division issued Invitation to Bid 21-615-048 for the purchase of Office Supplies. Bids were received from three (3) responsible vendors: Sierra Office Systems and Products, Staples, and Walker's Office Supplies.

Bids were evaluated by the Procurement and Contracts evaluation team. Since this was a Best Value Bid, evaluation criteria included proposal content, customer service contacts, speed of deliveries, authorization of substitutions, experience including references, compliance with administrative requirements such as invoicing fields, and price. The bid included pricing for an established list of the most frequently purchased items along with estimated quantities, as well as pricing discount

methodology for additional purchases not listed on the quotation schedule.

The evaluation team is recommending award to Walker's Office Supplies, as they were the respondent most able to meet the requirements of the bid. Walker's Office Supplies currently has a successful business relationship with the County, with contracts for Maxon Office Furniture and Performance Line Desking. They will hold prices firm for one year in accordance with the requirements set forth in the bid.

A bid protest was received on April 27, 2022, from Sierra Office Systems and Products (Attachment C). However, the overall scoring favors Walker's Office Supplies and the evaluation has been confirmed to meet the requirements of the Invitation to Bid. As a result, the recommendation to award the bid to Walker's Office Supplies stands. The protest response is attached. (Attachment D)

ALTERNATIVES
Without the ability to purchase office supplies, County staff's ability to do their jobs would be significantly impacted.

PRIOR BOARD ACTION
09/21/2021 Legistar 21-1468, Extend office supply purchase contract 2042
09/27/2016 Legistar 16-0915, Award RFP 17-615-002 to Sierra Office Systems & Products

OTHER DEPARTMENT / AGENCY INVOLVEMENT
N/A

CAO RECOMMENDATION / COMMENTS
Approve as recommended.

FINANCIAL IMPACT
Sufficient appropriations exist within departments' current and future fiscal years budgets. The estimated annual spend amount is $500,000, based on historical purchases for the past five years.

CLERK OF THE BOARD FOLLOW UP ACTIONS
N/A

STRATEGIC PLAN COMPONENT
Good Governance

CONTACT
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