



County of El Dorado

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Legislation Text

File #: 19-0439, **Version:** 1

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

- 1) Award Bid 19-425-057 for the purchase of Office Furniture to the low qualified bidders, Sierra Office Systems Products, Inc. of Placerville, CA and Express Office Products, Inc. of Rancho Cordova, CA;
- 2) Authorize the Purchasing Agent to issue two (2) purchase contracts to the same two (2) bidders for a total of \$420,000; one to Sierra Office System Products in the amount of \$400,000, and one to Express Office Products in the amount of \$20,000 for a twenty-four month (24-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

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.

Forty-seven (47) Bid Notification Letters were mailed, two (2) to local vendors. Three (3) qualified responses were received, one from a local vendor.

The bid evaluation is based on estimated usage for each category of Office Furniture for the previous twelve-month (12-month) period with the exception of Category II - Office Master Chairs, this category is based on a single unit.

The bid award will be for one twenty-four month (24-month) award period.

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.

PRIOR BOARD ACTION

Legistar 15-0285, March 14, 2015; Legistar 17-0290, March 28, 2017

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION / COMMENTS

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 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 for any purchase orders issued under the purchase order contracts.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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