



## Legislation Text

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**File #:** 21-0439, **Version:** 1

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

- 1) Award Bid 21-425-025 for the purchase of Office Furniture to the low qualified bidders, Walker's Office Supplies, Inc. of Rocklin, CA; Burkett's Office Supplies of Sacramento, CA; Seats and Stations of Roseville, CA; and Sierra Office Systems & Products, Inc. of Sacramento, CA;
- 2) Authorize the Purchasing Agent to issue four purchase order contracts to Walker's Office Supplies for Category I - Maxon Office Furniture and Category IV for Performance Line Desking for \$300,000; Burkett's Office Supplies for Category II for Office Master Chairs and Category III for HON Furniture for \$50,000; Seats and Stations for Category V for Ergotron Workstations for \$50,000; and Sierra Office Systems and Products for Category V for Workrite Products for \$10,000, in the total amount of \$410,000 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 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.

Following is a summary of the solicitation process:

- Fifty Bid Notification Letters were mailed, 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 twelve-month period with the exception of Category II - Office Master Chairs. This category was based on a single unit.
- The bid awards are for a thirty-six month period following Board approval.

### **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

**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 for any purchase orders issued under the purchase order contracts.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

No follow up action needed.

**STRATEGIC PLAN COMPONENT**

Good Governance - Competitive Bidding

**CONTACT**

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