

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *Bmi*
DATE: June 4, 2013
SUBJECT: Ergonomic Chairs - Jacobs Office Interiors

ACTION REQUESTED

1. Approve Change Order No. 1 to Countywide Blanket Purchase Order No. 20164 with Jacobs Office Interiors for ergonomic chairs in the amount of \$50,000, resulting in a new maximum amount of \$85,000
2. Approve the renewal of Countywide Blanket Purchase Order No. 20164 with Jacobs Office Interiors of Auburn for ergonomic chairs in the maximum amount of \$85,000.00, for the period October 1, 2013 to September 30, 2014, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

On October 7, 2011, the Purchasing Manager awarded competitively bid RQ053795 for ergonomic chairs to Jacobs Office Interiors. As a result Countywide BPO was issued for the period October 7, 2011 through September 30, 2012. The current BPO No. 20164, in the amount of \$35,000, expires on September 30, 2013.

The BPO has seen an increase in usage for ergonomic chairs as a result of the relocation of Health and Human Services (HHS)-Children System of Care (CSOC), Women Infant and Children (WIC), and Public Health Nursing (PHN) from Cirby Hills in Roseville to Sunset Blvd in Rocklin and other small purchases.

Procurement is also requesting to renew the BPO for the second year. Service with Jacobs Office Interiors has been good and the provisions of the existing agreement still represent the County's current needs. The vendor has agreed to renew the BPO at the same pricing and terms.

Section 15 of the bid's terms and conditions and Section 1.3(o) of the Purchasing Policy Manual allow renewal of this BPO based on the vendor's satisfactory performance and negotiation of favorable pricing and terms.

FISCAL IMPACT

Procurement estimates that an additional \$50,000.00 will be required to accommodate ergonomic chair purchases until the expiration date of September 30, 2013.

The renewal of BP020164 resulting from this recommendation will be issued in the maximum amount of \$85,000 and will be effective from October 1, 2013 through September 30, 2014. Each department budgets for these expenses within their own appropriations.

