

**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: March 24, 2015
SUBJECT: Ergonomic Chairs – Jacobs Office Interiors

ACTION REQUESTED

1. Approve the award of competitive Bid No. 10398 to Jacobs Office Interiors of Auburn, CA for the purchase of ergonomic chairs in the maximum amount of \$60,000 for the period of March 24, 2015 through March 31, 2016;
2. Approve option to renew resulting blanket purchase order for two additional one-year terms with a renewal amount not to exceed 10 percent in aggregate of the original award amount; and
3. Authorize the Purchasing Manager to sign the resulting documents.

BACKGROUND

The County requires an annual county-wide blanket purchase order (BPO) for the purchase of ergonomic chairs. The most recent BPO expired on December 31, 2014. To establish a new BPO, the Procurement Services Division developed Invitation for Bids (IFB) No. 10398 for the purchase of ergonomic chairs to be used by county employees. Twenty-four vendors were notified of the IFB, twenty-one bidders accessed the bid documents, and responses were received from four firms. The bids were evaluated based on the total cost of the specified ergonomic chairs including applicable sales tax, as well as compliance with the bid specifications, terms, and conditions. As a result of the bid evaluation, Procurement recommends the award Bid No. 10398 to Jacobs Office Interiors. The chairs that are being recommended for award have been previously approved by Risk Management.

Your Board's approval is required to proceed with the award of a BPO in the maximum amount of \$60,000 and to authorize the Purchasing Manager to sign the resulting blanket purchase order and related documents.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to Jacobs Office Interior in the maximum amount of \$60,000 for the period March 1, 2015 through March 31, 2016. Each department is responsible for budgeting properly for its own expenditures from this Countywide BPO. Funds are not encumbered until products are delivered against the BPO.

Cc: Jerry Gamez, Director of Administrative Services

