



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Countywide Office Furniture – Miles Treaster and Associates

DATE: June 7, 2016

ACTION REQUESTED

Approve the award of competitive Request for Proposals No. 10534 with Miles Treaster and Associates of Sacramento, CA for providing non-modular office furniture and related services in the maximum amount of \$350,000 for the period of July 1, 2016 through June 30, 2019; and

Approve an option to renew the resulting blanket purchase order for two (2) additional one-year periods provided the renewal amounts do not exceed 10 percent of the original aggregate award amount; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

County departments require qualified firms to supply and deliver non-modular office furniture as well as provide design and installation services on an as-needed basis throughout Eastern and Western Placer County regions. Firms shall offer a sufficient variety of furniture brands to satisfy the requirements of the various County departments which include, but are not limited to, form, function, safety and appearance.

The Procurement Services Division developed Request for Proposals (RFP) No. 10534 for the required office furniture goods and services. The RFP was distributed via the County's Public Purchase system to ninety-eight potential bidders and was also posted on the County's website. Fifty-seven firms viewed the RFP online and a total of four (4) responsive proposals were received, none of which were certified to receive Local Vendor Preference credit.

An evaluation panel consisting of representatives from the Department of Administrative Services, Department of Health and Human Services, Department of Child Support Services, the Assessor's Office and Risk Management Division evaluated and ranked the proposals using the criteria published in the RFP. The evaluation panel interviewed the short-listed firms and determined that Miles Treaster and Associates was the top-ranked firm. All of the responding firms were notified of the final selection and no bid protests were received regarding the award recommendation.

Therefore, your Board's approval is required to proceed with the award of a blanket purchase order (BPO) to Miles Treaster and Associates in the maximum amount of \$350,000.

FISCAL IMPACT

Each department is responsible for budgeting properly for its own expenditures from this Countywide BPO. Funds are not encumbered until purchases are rendered against the blanket purchase order.

