



**MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer**

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

DATE: February 6, 2018

ACTION REQUESTED

Approve the award to Miles Treaster and Associates of Sacramento, CA for the purchase of Herman Miller systems furniture in the total aggregate amount of \$58,552. Funding is included in Department of Public Works and Facilities FY 2017-18 Capital Projects Final Budget, Assessor's Remodel Project No. 4808.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Department of Public Works and Facilities (DPWF), Capital Improvements Division is responsible for plans, designs, and facilities construction in accordance with plans endorsed by the Board of Supervisors. On November 14, 2017, your Board approved plans and specification for the Assessor's Remodel Project, located at 2986 Richardson Drive, Auburn.

DPWF submitted a request to purchase Herman Miller systems furniture and related items and services from Miles Treaster as a part of the Assessor's Remodel Project. Miles Treaster provided DPWF with two (2) proposals with pricing based on the US Communities Contract. The US Communities contract was competitively solicited by Fairfax County, VA. Miles Treaster and Associates is the only Herman Miller provider in this area and Capital Improvements is using Herman Miller work stations to match and incorporate with existing workstations. The cost of the systems furniture is \$58,552.

Purchasing Policy Manual Section 1.3(e) (3) permits the use of other government contracts without further competitive bidding by the County. The US Communities contract meets this requirement. DPWF and the Procurement Services Division concur that purchasing the systems furniture using the US Communities contract is a cost-effective solution.

Therefore, your Board's approval is required to proceed with the award to Miles Treaster and Associates for the purchase of Herman Miller systems furniture in the total aggregate amount of \$58,552.

FISCAL IMPACT

The cost of the systems furniture is \$58,552 and is included in Department of Public Works and Facilities FY 2017-18 Capital Projects Final Budget, Assessor's Remodel Project No. 4808.

cc: Ken Grehm, Director of Public Works and Facilities
Valerie Bayne, Administrative Services Officer

