

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

TO: Honorable Board of Supervisors  
FROM: David Seward, Purchasing Manager *DS*  
DATE: May 9, 2006  
SUBJECT: Recommendation to Award Purchase Orders to Keller Group for Furniture for the Community Development Resource Center

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**ACTION REQUESTED**

Approve the award of purchase orders to Keller Group in the total amount of \$160,518.88 for various furnishings for the Community Development Resource Center, and authorize the Purchasing Manger to sign them.

**BACKGROUND**

Facility Services has submitted requisitions to order furniture for the "common" areas of the new Community Development Resource Center (CDRC), which is located near the corner of Richardson Drive and Bell Road. The furniture will be utilized in public waiting areas, lobbies, conference rooms, and employee break rooms.

Facility Services has requested the assistance of Keller Group to work with County staff and the building's architect to identify the appropriate furnishings, and provide pricing for the selected items. Keller was selected for this task because they were previously awarded a contract for the modular systems furniture for the facility, and are familiar with the County's design requirements. Based on the recommendations of the architect and the final approval of County staff, Keller has submitted quotes for these furnishings totaling \$160,518.88. The quotes are summarized on Attachment A.

Most of the furniture may be purchased under State of California CMAS or Federal GSA cooperative agreements. Section 1.3(e) of the Purchasing Policy Manual permits the use of other government contracts in lieu of soliciting bids, which is often more cost-effective. Pricing for these items are approximately 50-60% off the manufacturers' list prices. Some of the items required for the CDRC are not available on other government contracts due to their specialized nature. Keller's pricing for these items has been discounted as much as possible.

**FISCAL IMPACT**

Facility Services has assured that the project budget for the CDRC facility is sufficient to support these expenditures.

Cc: Rob Unholz, Capital Improvements

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Quote No.	Facility Svcs Req. No.	Manufacturer/Vendor	CMAS/GSA Contract No.	Total Cost (incl sales tax)
47069	RQ043273	ATHC (The Hon Co.)	CMAS 4-98-01-0007H	\$14,812.30
47055	RQ043275	Arcadia Chair Co.	CMAS 4-05-01-0036E	36,468.78
47081	RQ043276	Paoli Furniture	GSA 29-F-0009J	16,235.66
47079	RQ043268	Fixtures Furniture	GSA 29F-5234A	13,635.78
47073	RQ043269	Allsteel	4-01-01-0060A	29,819.45
47072	RQ043274	Allsteel	Placer RFP 9333	16,784.17
47075	RQ043265	KI Furniture	N/A	1,973.44
47074	RQ043266	N/A – Custom made bookshelves	N/A	2,010.94
47071	RQ043272	N/A – Special order fabric	N/A	10,985.86
47077	RQ043267	N/A – Installation Svcs	N/A	17,792.50
			<b>TOTAL</b>	<b>\$160,518.88</b>

## Comments:

- The items that are available under CMAS or GSA contracts are generally priced at 50-60% off Manufacturer's List Pricing.
- The Allsteel items listed on Quote No. 47072 are priced at the discounts offered in Placer County RFP No. 9333 because it is lower than what is available under the CMAS contract.
- The item from KI Furniture on Quote No. 47075 is not available on CMAS or GSA contracts because it is from KI's Healthcare line. However, Keller has assured that they have obtained the lowest cost possible for us.
- The bookshelves on Quote 47074 must be custom-made to fit the intended application.
- The fabric on Quote 47071 was specified by the architect in order to match certain items within the facility. Keller must order the various fabrics from several different mills and have it delivered to the various furniture manufacturers to be installed on the furniture items.
- The services on Quote 47077 are for Keller's assistance in coordinating delivery and staging the furniture in the appropriate locations throughout the building.