

**MEMORANDUM**  
**PLACER COUNTY HEALTH AND HUMAN SERVICES**  
**Administrative Services**

**TO:** Honorable Board of Supervisors

**FROM:** Richard J. Burton, M.D., M.P.H.  
Placer County Health Officer and Director of Health & Human Services  
Bob Dunstan, Director of Administrative Services for HHS

**DATE:** April 18, 2006

**SUBJECT:** Purchase of Workstations for Human Services Offices

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**ACTION REQUESTED:**

Approve the purchase of systems furniture from The Keller Group in an amount not to exceed \$210,000, and authorize the Purchasing Manager to sign all contract documents.

**BACKGROUND:**

On July 12, 2005, a Master Agreement for systems furniture with The Keller Group was established by the Board of Supervisors, allowing future systems furniture purchases to be processed via purchase order, with orders of \$50,000 or more requiring Board approval.

At this time, the Human Services Division is requesting approval for the purchase of systems furniture for offices at the DeWitt Center and at 100 Stonehouse Drive in Roseville. Existing cubicles at Stonehouse are over 20 years old and in need of replacement due to their poor condition and lack of compliance with ergonomic standards. In addition, Human Services will be occupying the space at the DeWitt Center that was recently vacated by Risk Management, and requires furniture as a component of that expansion. These purchases are particularly timely in relation to the recent CalWIN implementation, as the resulting increase in computer use by staff requires an upgrade to the workstations for ergonomic correctness in order to prevent repetitive motion injuries and related workers' compensation issues. Replacements for the remaining DeWitt workstations may be requested in the FY06/07 budget if funding can be identified for these future expenditures.

**FISCAL IMPACT:**

The total cost to replace and augment current furnishings for this phase of the Human Services Division upgrade is \$210,000. The project will be funded from State and Federal funding currently budgeted within the FY05/06 Human Services budget, resulting in no fiscal impact to the County General Fund.

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