



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Systems Furniture – Campbell Keller

DATE: November 22, 2016

ACTION REQUESTED

Approve the award of purchase orders to Campbell Keller of Sacramento, CA for the purchase of Allsteel and HON systems furniture in the total aggregate amount of \$82,286. Funding is included in Capital Project 4507 Enterprise System Replacement FY 2016-17 Final Budget.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

On September 27, 2016, your Board authorized the Director of Public Works and Facilities (DPWF) to lease a dedicated space located at 1000 Sunset Boulevard in Rocklin, CA to house the Financial System Project Team supporting the implementation of a new Enterprise Resource Planning system. The site being leased is an empty space and will require work surfaces and other systems furniture to be installed.

DPWF requested to purchase Allsteel and HON brand furniture and related items and services from Campbell Keller to furnish this space. Campbell Keller provided DPWF with two (2) proposals. One (1) proposal was provided to supply and install Allsteel furniture in the amount of \$78,716 with pricing based on the California Multiple Award Schedule (CMAS) Contract 4-14-71-0087A. The other proposal was provided to supply HON furniture in the amount of \$3,570 with pricing based on the CMAS Contract 4-13-71-0017D. There are two (2) different purchase orders proposed for this project because Campbell Keller utilizes the most cost-effective contract for the purchase of Allsteel and HON products.

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

Therefore, your Board's approval is required to proceed with the award of purchase orders to Campbell Keller for the purchase of Allsteel and HON systems furniture in the total aggregate amount of \$82,286. An additional \$1,070 (1.3% of the purchase price) for administrative fees will be assessed by the California State Department of General Services for the use of the CMAS contracts.

FISCAL IMPACT

The cost of the systems furniture is \$82,286 and is included in Capital Project 4507 Enterprise System Replacement FY 2016-17 Final Budget.

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

