



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Ergonomic Chairs – Jacobs Office Interiors

DATE: March 22, 2016

ACTION REQUESTED

Approve the renewal of competitive Bid No. 10398 to Jacobs Office Interiors of Auburn, CA for the purchase of ergonomic chairs in the maximum amount of \$120,000 for the period of April 1, 2016 through March 31, 2017;

Approve option to renew resulting blanket purchase order for one additional one-year terms with a renewal amount not to exceed 10 percent in aggregate of the original award amount; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The County requires an annual county-wide blanket purchase order (BPO) for the purchase of ergonomic chairs. On March 24, 2015, your Board approved the award of a blanket purchase order (BPO) as a result of competitive Bid No. 10398 with Jacobs Office Interior for ergonomic chairs. The executed BPO expires on March 31, 2016.

Procurement is requesting to renew the BPO. Service with Jacobs Office Interiors has been good and the provisions of the existing agreement still represent the County's current needs. Jacobs Office Interiors agreed to renew their BPO with an increase of 3%

Section 15 of the bid's terms and conditions and Section 1.3(o) of the Purchasing Policy Manual allow renewal of this BPO based on the vendor's satisfactory performance and negotiation of favorable pricing and terms.

Your Board's approval is required to proceed with the award of a BPO in the maximum amount of \$120,000 and to authorize the Purchasing Manager to sign the resulting blanket purchase order and related documents.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to Jacobs Office Interior in the maximum amount of \$120,000 for the period April 1, 2016 through March 31, 2017. Each department is responsible for budgeting properly for its own expenditures from this Countywide BPO. Funds are not encumbered until products are delivered against the BPO.

Cc: Jerry Gamez, Director of Administrative Services

