



MEMORANDUM
COUNTY EXECUTIVE OFFICE
Procurement Division
County of Placer

TO: Board of Supervisors
FROM: Todd Leopold, County Executive Officer
By: Brett Wood, Purchasing Manager
SUBJECT: Countywide Furniture – Miles Treaster and Associates

DATE: January 8, 2019

ACTION REQUESTED

Approve an increase to the agreement with Miles Treaster of Sacramento, CA for countywide furniture in the amount of \$100,000 for a revised maximum amount of \$450,000 through June 30, 2019. Funding is provided by County departments in the FY 2018-19 Final Budget and will be included in respective departments' future requested budgets.

Authorize the Purchasing Manager to sign all required documents and authorize any required change orders up to a maximum amount of \$45,000 consistent with the Procurement Policy.

BACKGROUND

County departments require qualified firms to supply and deliver non-modular office furniture as well as provide design and installation services on an as-needed basis throughout Eastern and Western Placer County regions. Firms must offer a sufficient variety of furniture brands to satisfy the requirements of the various County departments which include, but are not limited to, form, function, safety and appearance.

On June 7, 2016, your Board approved an agreement with Miles Treaster and Associates for office furniture goods and services in the maximum amount of \$350,000 for the period of June 7, 2016 through June 30, 2019.

This agreement has been utilized for updating and renovating offices in multiple County departments over the past several years. This contract is effective in that it provides a single source for finding both the cubicle furniture used in most buildings as well as a firm that can assist in designing spaces for maximum efficiency and cost effective furniture solutions. The current budgetary authority of this contract needs to be increased for its continued use.

The requested increase exceeds the Purchasing Manager's authority and requires your Board's approval in accordance with the Procurement Policy. Therefore, your Board's approval is required to increase the agreement in the amount of \$100,000 for a revised maximum amount of \$450,000.

FISCAL IMPACT

Each department budgets for these expenses within their own appropriations. Funds are not encumbered until products are delivered against the agreement.

