



MEMORANDUM
COUNTY EXECUTIVE OFFICE
Procurement Services Division
County of Placer

TO: Board of Supervisors
FROM: Todd Leopold, County Executive Officer
By: Brett Wood, Purchasing Manager
SUBJECT: County Wide Ergonomic Chairs – Michael D. Emerick dba Jacobs Office Interior

ACTION REQUESTED

Approve the award of competitive Bid No. 20063 to Michael D. Emerick dba Jacobs Office Interiors of Auburn, CA for the purchase of ergonomic chairs as needed in the maximum amount of \$130,000 for the period of April 21, 2020 through March 31, 2021.

Approve the option to renew the resulting contract for two (2) additional one-year periods in the amount of \$130,000 annually and authorize change orders up to a maximum cumulative amount of \$13,000, consistent with Placer County’s Procurement Policy.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

Multiple County departments require a contract vendor to provide standard ergonomic chairs on an as-needed basis throughout Placer County. The vendor selected must have a space within 20 miles of the Placer County Government Center, make appointments to provide a fit test for employees, and assist them in purchasing the right ergonomic chair for each employee.

The Procurement Services Division developed Invitation for Bid No. 20063 to solicit bids for the purchase of ergonomic chairs for county employees. The bid was distributed via the County’s e-Procurement system to thirty-nine potential bidders and was also posted on the County’s website. A total of four responsive bids were received. The bids were evaluated based on the total cost for four standard chair models with common upgrades, as well as compliance with the bid specifications, terms, and conditions. As the result, Procurement recommends the award of Bid No. 20063 to the lowest responsive and responsible bidder, Jacobs Office Interiors.

Therefore, your Board’s approval is required to proceed with the award of a new one-year contract in the maximum amount of \$130,000 for the period April 21, 2020 through March 31, 2021. This award supports the Board’s Critical Success Factor of Prudent All-Inclusive Financial Planning by openly soliciting for competitive bids and awarding to the lowest responsive and responsible bidder.

FISCAL IMPACT

This contract is shared by all County departments. Each department budgets for these expenses within their own appropriations. Funds are not encumbered until purchases are made against the contract.

