



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: Countywide Freestanding Office Furniture – Various Firms

DATE: July 27, 2021

ACTION REQUESTED

Approve the Qualified List based on the competitive Request for Qualifications No. 20185 for freestanding office furniture to be provided as needed for the period of July 1, 2021 to June 30, 2024.

Approve option to renew the resulting Qualified List on a year-to-year basis for two (2) additional one-year terms.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The County requires qualified firms to provide freestanding office furniture, design services, and installation services at pricing and discounts in accordance with existing, competitively bid public agency contracts or cooperative agreements for various Placer County departments. Services may include layout and design, furniture order processing, delivery and installation, call-back services, and reconfiguration of existing furniture. The most effective way to adopt a qualified list for the services is by soliciting statements of qualifications from qualified firms via a formal Request for Qualifications (RFQ) competitive process. Therefore, a qualified list of firms that are willing and able to respond based on the various project needs of the County departments is the most effective means of achieving the services in a timely manner. All recommended firms will provide project specific proposals that ensure the services and resulting fees are practical to the required services.

To identify a list of qualified firms, the Procurement Services Division developed RFQ No. 20185. Firms registered with the County, including minority businesses and women business enterprises, were notified of the solicitation, fifteen firms accessed the documents, and eight formal responses were received.

An evaluation panel comprised of three representatives from CEO's Office, Procurement Services Division, and Capital Improvements Division reviewed the responses in accordance with the evaluation criteria contained within the solicitation. The final Qualified List is the result of the panel's consensus after discussion and based on the overall rankings of the firms.

The attached Qualified List is based strictly on the requirements and criteria of RFQ No. 20185 and does not in any way reflect the evaluation panel's judgment of the responding firms' capabilities to perform services outside of this specific solicitation. A summary of the proposed firms for the Qualified List is illustrated in the attachment. County departments may use the resulting Qualified List for agreements that will be utilized on an "as-needed" basis depending on available funding and shifting priorities of projects.

Therefore, your Board's approval is required to ratify the panel's recommendation to list the top-ranked firms and adopt a Qualified List for countywide freestanding office furniture effective for the period of July 1, 2021 to June 30, 2024 and to extend the Qualified List on a year-to-year basis for two (2) additional one-year terms.

FISCAL IMPACT

There is no immediate fiscal impact resulting from this action. Individual County contracts will be negotiated with one or more firms as needed, and the resulting expenditures will be funded from existing budgets or project funds, as appropriate. Contracts of \$100,000 or less may be executed by the Purchasing Manager. All County contracts exceeding \$100,000 for County initiated projects will require your Board's approval.

ATTACHMENT

Qualified List

Master Services Agreement is on file with the Clerk of the Board

ATTACHMENT

QUALIFIED LIST

RFQ Number: 20185
RFQ TITLE: Countywide Freestanding Office Furniture
Department: Countywide
Method of Contract: Task Orders will be issued against established MSA's

Firms are listed below in alphabetical order

| Name of Firm | Contact Person |
|---|--|
| Business Furniture Solutions dba The Collective Sacramento, CA | Timothy Thomas 408-325-3225 tthomas@collective.space |
| KBM-Hogue Sacramento, CA | Farrah Race, Senior Account Manager 916-233-3360 farrah.race@kbm-hogue.com |
| Miles Treaster & Associates Sacramento, CA | Amanda Cain, Workplace Consultant/Team Lead 916-541-7241 acain@mtaoffice.com |
| Seats and Stations Roseville, CA | Terry Passantino, Account Manager 916-207-9412 terry@seatsandstations.com |
| Western Contract Furnishers Rancho Cordova, CA | Karen Hughes 916-231-3959 hughesk@westerncontract.com |

