



MEMORANDUM
PROCUREMENT SERVICES DIVISION
County of Placer

TO: Honorable Board of Supervisors **DATE:** September 12, 2023
FROM: Jane Christenson, County Executive Officer
BY: Brett Wood, Purchasing Manager
SUBJECT: Systems Furniture for District Attorney – Miles Treaster & Associates

ACTION REQUESTED

1. Approve a FY 2023-24 budget amendment #AM-00877 for CC11001 - District Attorney's Office in the amount of \$230,000 and cancel Public Safety Fund Reserves in the amount of \$230,000.
2. Approve the award of a purchase order to Miles Treaster & Associates of Sacramento, CA in an amount not to exceed \$230,000 for the purchase of systems furniture utilizing a competitively awarded cooperative contract.
3. Authorize the Purchasing Manager to execute all required documents.

BACKGROUND

On November 17, 2020 your Board approved the award of a Qualified List of vendors to provide systems furniture (modular workstations, or "cubicles") for as-needed purchases for all County departments. The vendors who were awarded to the list offer competitive pricing for various manufacturers using cooperative contracts. These contracts leverage the buying power of multiple agencies, most of which are much larger than Placer County, which provides the most cost-effective pricing for the subject goods and related services. The Qualified List is effective through December 31, 2023.

The District Attorney's Office (DA's Office) has identified a need to renovate a work area to create a more conducive work environment due to the recent rapid increase of staff. The DA's Office will be adding more cubicle workstations for the additional staff, and will provide standing desks for increased function, flexibility, and collaboration. It is intended that the renovation will enable staff to use their time more productively.

The existing modular workstations in the DA's Office are manufactured by the Herman Miller furniture company. The new workstations need to match the existing systems for compatibility and to provide options for future reconfiguration. Miles Treaster & Associates of Sacramento, CA is the designated Herman Miller furniture distributor for the greater Sacramento area and has provided a quote based on Omnia Partners cooperative Contract No. 2020000622. This is the most effective pricing available to Placer County for Herman Miller furniture. The vendor's total quote amount is \$213,759 including applicable sales tax and installation services. However, your Board's approval is requested to purchase additional components,

should they be determined to be necessary for during the installation process.

Therefore, your Board's approval is requested to award a purchase order to Miles Treaster & Associates in an amount not to exceed \$230,000.

FISCAL IMPACT

The total amount of this purchase will be a maximum of \$230,000. A Budget Amendment to increase appropriations by \$230,000 in the FY 2023-24 budget for CC11001 – District Attorney's Office, with a corresponding cancelation of reserves in the Public Safety Fund, is included for consideration and approval. There is no impact to the General Fund.

ATTACHMENTS

None