

City of Sacramento

Legislation Text

File #: 2018-01512, **Version:** 1

Title:

Contracts: Ergonomic Office Furniture and Equipment

File ID: 2018-01512

Location: Citywide

Recommendation:

Pass a Motion authorizing the City Manager or the City Manager's designee to execute agreements with: 1) Office Relief, Inc.; 2) River City Office Supply; 3) Burkett's Office Supplies, Inc.; and 4) United Corporate Furnishings for ergonomic office furniture and equipment, for a three year term of November 20, 2018 through November 20, 2021, with the option to extend for up to two additional one-year terms, and a total amount not-to-exceed \$100,000 for each vendor.

Contact: Katherine Robbins, Support Services Manager, (916) 808-1562; Edward Russell, Loss Prevention Manager, (916) 808-2276, Department of Human Resources

Presenter: None.

Attachments:

- 1-Description/Analysis
- 2-Contract-Office Relief, Inc.
- 3-Contract-River City Office Supply
- 4-Contract-Burkett's Office Supplies
- 5-Contract-United Corporate Furnishings

Description/Analysis

Issue Detail: The Department of Human Resources (HR), Administrative Division, has an ongoing need for ergonomic office furniture and supplies for City departments. Staff is seeking authorization to execute agreements with four vendors to provide the required services and supplies.

Policy Considerations: City Council approval is required for service and supply contracts in amounts of \$100,000 or more.

Economic Impacts: None.

Environmental Considerations:

California Environmental Quality Act (CEQA): Executing a supply contract and appropriating funds are not considered projects as defined by Section 15378(a) of the California Environmental Quality Act guidelines. The recommended action involves no physical construction and has no potential to cause significant impact to the environment.

Sustainability: Not applicable.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: On September 24, 2018, HR issued Invitation for Bid (IFB) # B18081321005 for Ergonomic Office Furniture and Supplies. The bids were opened on October 10, 2018 and Bids were received from Office Relief, Inc., River City Office Supply, Burkett's Office Supplies, Inc., and United Corporate Furnishings. All four firms were deemed responsive and were selected to provide ergonomic furniture and equipment services to the City. In addition, other City departments and divisions may utilize this solicitation and enter into their own agreement with any or all of the selected firms so long as each department or division obtains appropriate approvals and executes its own agreements and purchase orders.

Financial Considerations: Staff is seeking authorization to execute agreements with the four vendors for a total contract amount not to exceed \$400,000 for a three-year period through November 20, 2021, with two additional one-year extensions. Sufficient funding exists in HRs FY2018/19 operating budget to support the purchases through November 20, 2019. Purchases made after June 30, 2019 are subject to funding availability in the budget adopted for the applicable fiscal years.

Local Business Enterprise (LBE): River City Office Supply, Burkett's Office Supplies, Inc., and United Corporate Furnishings are all LBE. Office Relief, Inc. is not an LBE.