

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

April 6, 2021

FROM

VALERIE CLAY, Interim Director, Purchasing Department

SUBJECT

Amendment to Countywide Furniture Contracts

RECOMMENDATION(S)

1. Approve **Amendment No. 1** to the fixed rate agreements with the following vendors to provide furniture, filing systems, ergonomic accessories, and related services extending the contract end date from April 18, 2021 to October 18, 2021:
 - a. Staples Contract & Commercial, Inc. operating as Business Interior By Staples **(16-152)**
 - b. J.K. Miklin Inc. dba Yamada Enterprises **(16-153)**
 - c. System Source, Inc. **(16-154)**
 - d. G/M Business Interiors **(16-156)**
2. Approve **Amendment No. 2** to the fixed rate agreement with Parron Hall Corporation **(16-155)** to provide furniture, filing systems, ergonomic accessories, and related services extending the contract end date from April 18, 2021 to October 18, 2021.
(Presenter: Valerie Clay, Interim Director, 387-2073)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Departments that require furniture and related services are responsible for ensuring adequate funding in their current and future budgets. The impact on each department and Discretionary General Funding (Net County Cost) is based upon the need for furniture and services. The County currently spends an average of \$12,500,000 for furniture annually based on spending for the past three years. Furniture pricing is based on a discount percentage off of the list price and services are based on prevailing hourly wages.

BACKGROUND INFORMATION

Approval of this item will allow County departments to continue to conduct business with vendors that provide furniture and related services. Purchasing originally intended to release a Request for Proposals (RFP) in the Fall of 2020. However, with the need to prioritize the procurement and distribution of critical personal protective equipment (PPE) and other COVID supplies, the release of the RFP was delayed. The RFP for Systems and Freestanding Furniture was released in February 2021 with bids due to the County by April 16, 2021. Extending the existing agreements will allow the time necessary to complete the solicitation process. Purchasing will return to the Board of Supervisors (Board) prior to October 18, 2021 with a recommendation for new furniture contracts.

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Each vendor offers products from multiple manufacturers in each of the furniture categories, including workstations, freestanding desks and tables, seating, filing systems, and ergonomic accessories. The furniture contracts also include design, installation and reconfiguration services. Having multiple vendors provides a wide range of choices to meet individual department needs. The County Administrative Office will continue to work with Purchasing to ensure departments make the most cost-effective purchases for their needs.

PROCUREMENT

On February 23, 2015, RFP AGENCY15-PURC-1279 was released. Nine proposals were received and evaluated based on qualifications and experience, technical and service criteria, references, cost, and product offerings. On April 19, 2016 (Item No. 52), the Board approved fixed rate agreements with Staples Contract and Commercial, Inc., G/M Business Interiors, J.K. Miklin Inc. (dba Yamada Enterprises), BMEA Enterprises, Inc. (dba Crawford & Company) and System Source, Inc., to provide and install furniture, filing systems and ergonomic accessories from April 19, 2016 through April 18, 2021.

In March 2018, BMEA enterprises dba Crawford & Company, merged with Parron Hall Corporation, dba Parron Hall (Parron Hall). Parron Hall submitted a new Federal Tax Identification Number to the Auditor -Controller/Treasurer/Tax Collector, notifying the County of the merger. On June 12, 2018 (Item No. 69), the Board approved Amendment No. 1 assigning Agreement No. 16-155 to Parron Hall with no other changes to the contract terms and conditions.

Under County Policy 11-04, services exceeding \$200,000 per annual period require Board approval.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Kristina Robb, Supervising Deputy County Counsel, 387-5436) on March 15, 2021; Finance (Monique Amis, Administrative Analyst, 387-4883) on March 16, 2021; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-4376) on March 18, 2021.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Col. Paul Cook (Ret.)

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: April 6, 2021



cc: Purchasing - Leslie w/agrees
Contractor - C/O Purchasing w/agree
File - w/agree

CCM 04/7/2021