



# San Bernardino County

## Legislation Text

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**File #: 4955, Agenda Item #: 44**

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

**October 5, 2021**

#### **FROM**

**PATRICK SCALZITTI, Interim Director, Purchasing Department**

#### **SUBJECT**

Amendments to Countywide Furniture Contracts

#### **RECOMMENDATION(S)**

1. Approve Amendment No. 2 to the fixed rate agreements with the following vendors to provide and install workstations, freestanding desks and tables, seating, filing systems, ergonomic accessories, and related services extending the contract date by nine months, to July 18, 2022, for a total contract period of April 19, 2016 through July 18, 2022:
  - a. Staples Contract & Commercial, Inc. operating as Business Interior By Staples (Agreement No. 16-152)
  - b. J.K. Miklin Inc. dba Yamada Enterprises (Agreement No. 16-153)
  - c. System Source, Inc. (Agreement No. 16-154)
  - d. G/M Business Interiors (Agreement No. 16-156)
2. Approve Amendment No. 3 to fixed rate Agreement No. 16-155 with Parron Hall Corporation, to provide and install workstations, freestanding desks and tables, seating, filing systems, ergonomic accessories, and related services extending the contract date by nine months, to July 18, 2022, for a total contract period of April 19, 2016 through July 18, 2022.

(Presenter: Patrick Scalzitti, Interim Director, 387-2074)

#### **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 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 related services. San Bernardino County (County) currently spends an annual average of \$12,500,000 for furniture 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 upon hourly prevailing wage rates.

#### **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) for Systems and Freestanding Furniture in the fall of 2020. However, the need to prioritize the procurement and

distribution of critical personal protective equipment (PPE) and other COVID supplies resulted in a delay in releasing the RFP.

On April 6, 2021 (Item No. 36) the Board of Supervisors (Board) approved amendments to the furniture agreements for the vendors listed in Recommendations No. 1 and 2, extending the termination date for a period of six months, from April 18, 2021 to October 18, 2021 to allow the time necessary to complete the solicitation process. An RFP for Systems and Freestanding Furniture was released in February 2021 with proposals due on April 16, 2021. Proposals are awaiting evaluation and extending the existing agreements will allow the time necessary to complete the evaluation process. In addition, the County Administrative Office has been working with Purchasing directly to ensure the County is positioned to get the best price and value for office furniture through these contracts. Purchasing has initiated a comprehensive analysis on all components of furniture contracts including but not limited to:

- Price
- Full-Service Capability (delivery, installation, and removal)
- Product Line Options
- Risk Management (ergonomic fitting, liability, etc.)
- Ability to Meet Demand for Large Orders
- Ability to Meet Delivery Commitment Dates
- Flexibility for Unique Needs

After the analysis has concluded Purchasing will provide a recommendation to the Board. The ultimate goal for Purchasing is to develop a new approach that would change the way Purchasing interacts with vendors to ensure the County can be in a position to ensure the best value is achieved every time a purchase is made.

Each vendor offers products from multiple manufacturers in each of the furniture categories. Having multiple vendors provides a wide range of choices and allows departments to compare prices and products in order to fulfill the department's needs and budget. In addition, services are provided under the furniture contracts, including reconfiguration, design, installation and removal.

### **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 based on known County needs. On April 19, 2016 (Item No. 52), the Board approved fixed-rate agreements with Staples Contract & Commercial, Inc. operating as Business Interior By Staples (Business Interior By Staples), 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 workstations, freestanding desks and tables, seating, 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.

On April 6, 2021 (Item No. 36) the Board approved Amendment No. 1 to the agreements with Business Interior By Staples, J.K. Miklin Inc. dba Yamada Enterprises, System Source, Inc. and G/M Business Interiors and Amendment No. 2 to the agreement with Parron Hall, extending the contract end date from April 18, 2021 to October 18, 2021.

### **REVIEW BY OTHERS**

This item has been reviewed by County Counsel (John Tubbs, Deputy County Counsel, 387-5436) on

September 9, 2021; Finance (Sofia Almeida, Administrative Analyst, 387-4883) on September 17, 2021; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on September 20, 2021.