



# Contra Costa County Community Services Department



## Request for Purchase Requisition

<b>Vendor:</b> (Suggested)	Lakeshore Learning Materials 180 Hartwell Rd  Bedford City	Address MA State	01730 Zip	<b>Delivery Address:</b> 1470 Civic Ct. Suite 200 Address Concord CA State 94520 Zip Adriana Arceo City Requested by Date Accounting Approval Date Org. # As Coded Program Director Approval Date
<b>Name and address of vendor must be completed.</b>				
<b>Quantity</b>	<b>Detailed Description of Item(s) requested Include Item #, Model #, Measurements, or Pictures of Item(s)</b>			
	Renewal of blanket purchase order for school supplies, classroom equipment, playground equipment, pre-school furniture, and related items as needed. GSA Contract pricing available Previous PO: 38473 Renewal dates: 8/1/16-7/31/21			
<b>Subtotal:</b>				\$1,900,000.0
<b>Sales Tax:</b>				\$1,900,000.0
<b>Shipping/Delivery Charge:</b>				
<b>Total:</b>				\$1,900,000.0



**CRITERIA FOR  
SOLE SOURCE / BRAND PROCUREMENT**

**“SOLE SOURCE JUSTIFICATION FORM”**

Please address by specific reference each question listed below ( 1 – 5 ) in your justification.  
Failure to respond to any of the questions may result in the rejection of your request.  
( When answering questions use separate sheets of paper as needed )

**1. Why was the particular product and / or vendor selected?**

Quality of the products is above standard and long lasting. Lakeshore is well known among child development educators for its attention to detail in their products and appropriateness for their ultimate client- the children.

**2. What are the unique performance factors of the selected product / service?**  
Provide detailed specifications and descriptions.

Lakeshore is quick at delivering the materials and items ordered. They also assist in assembling the large furniture and structures ensuring proper safety for the children. Additionally they provide a certificate valued at 10% of every order to be used on future purchases.

**3. Why are these specific factors required?**

Quality is required to enhance classroom environment, and quick delivery is needed to ensure lesson plans can be carried out appropriately.

**4. What other products / services have been examined and rejected?**

Other vendors are not client friendly when it comes to repairing or installing products that are purchased from them.

**5. Why are other sources providing like goods or services unacceptable?**  
Full explanation needed.

Some vendors have a long delivery time, whereas lakeshore is very quick and customer friendly.

I HEREBY CERTIFY THAT:

- 1) I am an approved County department representative. I understand the County's requirements for competitive bidding, as well as the criteria for justification for sole source.
- 2) I have gathered the required technical information and have made a good faith effort to review comparable and / or equal equipment / product / services.  
Copies are attached.

I certify to the best of my knowledge the validity of the information contained herein.

Department / Division / Office name \_\_\_\_\_

Department representative name \_\_\_\_\_  
( print name )

Department representative signature \_\_\_\_\_  
( sign name )

Date: \_\_\_\_\_

**GSD PURCHASING OFFICE USE ONLY:**

BUYER: \_\_\_\_\_ PURCHASING AGENT / DESIGNEE \_\_\_\_\_

APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS:



# SUPPLEMENTAL APPROVAL FORM FOR ITEMS OVER \$25,000

(if over \$100,000- Board of Supervisors Approval needed)

Department: EHSD-Community Services Bureau \_\_\_\_\_ Date: 8.29.16 \_\_\_\_\_

Authorized Requestor: Sung Kim \_\_\_\_\_ Telephone: 925-681.6316

Authorized Requestor Signature: \_\_\_\_\_

1. P.O. Requisition No. 38473 for renewal \_\_\_\_\_

2. Item. School Supplies, equipment, playground equipment, preschool furniture/ equivalent.

3. Single Item ☐ Multiple Like Items X Integrated System ☐

4. How does this purchase meet the Departments operational needs?

Quality of the products is above standard and long lasting. Lakeshore is well known among child development educators for its attention to detail in their products and appropriateness for their ultimate client- the children. Lakeshore is quick at delivering the materials and items ordered.

Lakeshore also assists in assembling the large furniture and structures ensuring proper safety for the children. Additionally they provide a certificate valued at 10% of every order to be used on future purchases.

5. Estimated cost: \$1,900,000.00 from August 1, 2016 to July 31, 2021

6. Funding Source: No county match 50% State  
50% Federal

7. Information Technology Approval (Needed for acquisition of computer hardware, services, software)  
Computer Hardware, Services, and Software meet minimum use guidelines. Signature: \_\_\_\_\_

Date: \_\_\_\_\_

8. County Administrator Approval

Signature: \_\_\_\_\_ Date: . \_\_\_\_\_





# Contra Costa County

[Home \(/\)](#) / [Resource \(/resource\)](#) / [Order Query \(/PurchasingServices/PoReqQuery\)](#) / [Purchase Order](#)

## Purchase Order

[Export to Excel \(/PurchasingServices/PoXls/38473\)](#)

### Details

**Number**

38473

**Date**

08/29/2011

**Blanket Period**

From 08/01/2011 to 07/31/2016

**Department**

CS - COMMUNITY SERVICES

**Dept. Contact**

LAURA PACHECO 925-313-1649

**Short Description**

BPO SPECIAL SCHOOL SUPPLIES

**Purchasing Buyer**

Jay Richardson

**Requisition Number**

EH-010-12-60160 (/PurchasingServices/Req/EH-010-12-60160)

**Outreach Type**

CMAS - GOVT.CMAS,GSA, WSCA, ETC.

**Current Status**

PO Sent (Printed or EDled to the recipient)

**Vendor**

005425 - LAKESHORE LEARNING MATERIALS (/PurchasingServices/Vendor/005425)

**FOB**

Destination

### Ship To

FISCAL UNIT / PURCHASING  
COMMUNITY SERVICES DEPT.  
1470 CIVIC COURT BLDG. #200  
CONCORD, CA 9\*4520





## Invoice To

FISCAL UNIT / PURCHASING  
 COMMUNITY SERVICES DEPT.  
 1470 CIVIC COURT BLDG. #200  
 CONCORD, CA 9\*4520

Item Description	Qty	Unit	Unit Price	Ext. Price
BLANKET PO FOR SCHOOL SUPPLIES, CLASSROOM EQUIPMENT, PLAYGROUND EQUIPMENT, PRE-SCHOOL FURNITURE, AND RELATED ITEMS AS NEEDED. PREVIOUS PO 11321. GSA CONTRACT PRICING AVAILABLE.	1	LOT	\$1,200,000.00	\$1,200,000.00
Tax:				\$0.00
Total:				<b>\$1,200,000.00</b>

EN Org Sub Task Opt Act/WA	Percent	Amount
01-AS CODED	100.00%	\$1,200,000.00

