



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: April 14, 2015

Subject: Authorize Purchasing Agent to Issue Purchase Order

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Employment and Human Services Department, to execute a Purchase Order with Sam Clar Office Furniture in the amount of \$214,027 for the purchase of Workrite Sit/Stand stations for the new centralized mail processing center in Concord, CA. This is a new site that does not currently have furniture.

FISCAL IMPACT:

\$214,026: 100% Administrative Overhead (10% County; 45% State; 45% Federal)

BACKGROUND:

The Stanwell Mail Center site currently does not have furniture. This purchase order will help furnish the facility. The stations will allow staff who spend much of their workday at a desk to be able to change from a sitting position to a standing position. Periods of standing while at work may help to relieve pressure on the lower back and legs.

In accordance with Administrative Bulletin No. 611.0, County Departments are

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/14/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 14, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

ABSENT: Federal D. Glover, District V
Supervisor

By: Chris Heck, Deputy

Contact: Earl Maciel 3-1648

cc:

required to get Board approval for single item purchases greater than \$100,000.

CONSEQUENCE OF NEGATIVE ACTION:

The Stanwell Call Center will not have adequate staff furniture.

CHILDREN'S IMPACT STATEMENT:

none