



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: May 10, 2016

Subject: Purchase Order with Sam Clar Office Furniture Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent on behalf of Employment and Human Services Department (EHSD) to execute a Purchase Order with Sam Clar Office Furniture Inc. in the amount of \$415,359 for the purchase of Sit/Stand stations for various EHSD sites for the period May 5, 2016 through June 17, 2016. (10% County, 45% State, 45% Federal)

FISCAL IMPACT:

\$415,359: Administrative Overhead; 10% County, 45% State, 45% Federal.

BACKGROUND:

Purchase of Sit-Stand stations is a preventive measure to offset the possibility of injuries due to prolonged sitting and repetitive movements. 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. The Sit-Stand stations will be introduced to employee's workstation as work is being performed in updating space per the department's new long-term facility space plan.

In accordance with Administrative Bulletin No. 611.0,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/10/2016** ☒ 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

Federal D. Glover, District V 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: May 10, 2016

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

By: Chris Heck, Deputy

Contact: V. Kaplan, 3-1514

cc:

BACKGROUND: (CONT'D)

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

CONSEQUENCE OF NEGATIVE ACTION:

Without approval of the Purchase Order, Employment and Human Services could not provide Sit/Stand stations for various EHSD sites.

CHILDREN'S IMPACT STATEMENT:

N/A