



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: May 23, 2017

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 \$771,050 for the purchase of Sit/Stand stations as well as work surfaces, pedestals, overhead cabinets and office landscape partitioning to create cubicles for the period May 23, 2017 through June 30, 2017. (10% County, 48% State, 42% Federal)

FISCAL IMPACT:

\$771,050: Administrative Overhead; 10% County, 48% State, 42% Federal.

BACKGROUND:

Purchase of Sit-Stand stations (160 Site-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 long-term facility space plan.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/23/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor

Candace Andersen, District II Supervisor

Diane Burgis, 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 23, 2017

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

By: June McHuen, Deputy

Contact: V. Kaplan, 3-1514

cc:

BACKGROUND: (CONT'D)

Office landscape partitioning (190 Office landscape partitioning), better known as "cubicles", will allow Employment and Human Services (EHSD) to create more work stations within the sites/buildings that the department currently occupies. The new cubicles will also make better use of existing work areas and promote productivity by being ergonomically outfitted.

In accordance with Administrative Bulletin No. 611.0, 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 (EHSD) could not provide Sit/Stand Stations and Office landscape partitioning for various EHSD sites.

CHILDREN'S IMPACT STATEMENT:

N/A