



**Contra
Costa
County**

To: Board of Supervisors

From: Jeff Carman, Chief, Contra Costa County Fire Protection District

Date: November 14, 2017

Subject: Purchase Order with Sam Clar Office Furniture

RECOMMENDATION(S):

Acting as the Governing Board of the Contra Costa County Fire Protection District, APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Fire Chief of the Contra Costa County Fire Protection District, to execute a purchase order with Sam Clar Office Furniture in an amount not to exceed \$500,000 for the purchase, delivery, and installation of office furniture and equipment to outfit the District's new administrative offices located at 4005 Port Chicago Highway in the City of Concord.

FISCAL IMPACT:

The current quoted amount for furniture, delivery, and installation is \$494,867.66. Funding for this purchase will be 90% from the Fire District's General Fund (202000) and 10% from the Fire District's Transport Fund (204000).

BACKGROUND:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/14/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: Diane Burgis, District III
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: November 14, 2017

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

By: June McHuen, Deputy

Contact: Aaron McAlister
925-941-3503

cc:

BACKGROUND: (CONT'D)

The Contra Costa County Fire Protection District (District) Administration and Fire Prevention Bureau has been located at 2010 Geary Road in Pleasant Hill since the 1975. The District's Emergency Medical Services Division currently operates out of a temporary structure. The population served by the District has grown and so has the mission and scope of services provided by the District. The present buildings are no longer adequate for the needs of the District.

In July 2017 the Board authorized the Fire Chief to execute a lease for the space located at 4005 Port Chicago Highway in the City of Concord, and the tenant improvements are now in progress. Once the tenant improvements are completed, it will be necessary to outfit the building with furniture so that the offices are fully functional. The new furniture is ergonomically designed and is fully compliant with the Americans with Disabilities Act.

CONSEQUENCE OF NEGATIVE ACTION:

Without this action, the District would have to identify alternative means to provide furniture for the new offices.