



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: June 8, 2021

Subject: Purchase Order with Sam Clar Office Furniture, Inc.

**RECOMMENDATION(S):**

RATIFY the execution of a purchase order with Sam Clar Office Furniture, Inc., in an amount not to exceed \$691,398 for the purchase and permanent installation of sleep stations for the Brookside and Concord emergency shelters located in Richmond and Concord in response to the COVID-19 non-congregate housing needs for individuals experiencing homelessness.

**FISCAL IMPACT:**

This action resulted in expenditures of up to \$691,398 and is funded 100% by Federal and State Emergency funds.

**BACKGROUND:**

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was passed by Congress and signed by the President on March 27, 2020, in response to the harmful effects of the novel coronavirus known as COVID-19.

Congregate shelters for the homeless, where many people shelter together in one space, present a risk for quick spread of the Coronavirus. The State of California, with the support

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/08/2021** ☒ 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: June 8, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Lavonna Martin,  
925-608-6700

from Federal Emergency Management Agency (FEMA) funds, launched the “Project Roomkey” initiative in early April to

## BACKGROUND: (CONT'D)

assist communities move homeless individuals and families from existing congregate emergency shelters to hotel and motel rooms as temporary shelters. The Health, Housing, and Homelessness Division (H3) of Contra Costa County's Health Services Department is the lead agency in managing and coordinating this effort in the County. H3 has been working with the County pursuant to the County's Health Officer recommendation that all emergency shelter clients be moved out of congregate shelter facilities and into safe individual quarters at hotels and motels.

The COVID-19 pandemic has changed forever how congregate sheltering can be done. Contra Costa County cannot safely return to the same model of congregate sheltering employed prior to the onset of the pandemic. To this end, Contra Costa Health Services has created a new model of sheltering that will allow homeless individuals to return to improved and safer facilities at the Concord and Brookside Shelters. To provide increased safety for clients and personnel of the shelters, individual rooms, known as Sleep Stations, will be constructed made of prefabricated materials. Each Sleep Station will have 4 walls with closable door, and will be equipped with a bed, storage, desk, and chair, providing a self-contained semi-private environment for shelter clients to sleep, store their belongings, take their meals, and maintain social distance while sleeping and taking meals. The materials cost in this request represents installation of 93 sleep stations in total at both shelter locations.

Originally this procurement request was expected to fall within the Emergency Blanket Purchase Order authorized by the County Administrator as it was an emergent COVID-19 response need. However, due to specific terms in the existing blanket Sam Clar Office Furniture, Inc., purchase order, a separate purchase order had to be established for this specific request.

## CONSEQUENCE OF NEGATIVE ACTION:

Not ratifying the purchase order needed to safely house homeless individuals and secure preventative COVID-19 measures, would return unsheltered homeless individuals in our community.

## CLERK'S ADDENDUM

**The tax rate has increased since the creation of this document. The item is Corrected to Read: RATIFY on behalf of Sam Clar Office Furniture, Inc., the execution of a purchase order in an amount not to exceed \$691,398 for the purchase and permanent installation of 93 sleep stations for the Brookside and Concord emergency shelters in response to COVID-19 non-congregate housing needs for individuals experiencing homelessness. (100% Federal and State emergency funding)**