



Contra  
Costa  
County

To: Board of Supervisors  
From: Lori Cruz, Child Support Services Director  
Date: May 16, 2023

Subject: Purchase Order with Allsteel c/o Sam Clar Office Furniture, Inc

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee to execute, on behalf of the Department of Child Support Services (DCSS), a purchase order with Allsteel, in care of Sam Clar Office Furniture Inc. in an amount not to exceed \$825,514 for the purchase, delivery, and installation of Sit-Stand stations as well as work surfaces, pedestals, office landscape partitioning and other office furniture for the department's office refresh project.

**FISCAL IMPACT:**

This project will be fully funded by allocations from the Federal Government at 66% and State of California at 34%.

**BACKGROUND:**

The purchase of 123 Sit-Stand workstations is a preventive measure to offset the possibility of injuries due to prolonged sitting and repetitive movements. DCSS staff spend most of their workday at a desk. Sit-Stand workstations will allow staff to change from a sitting position to a standing position. The Sit-Stand stations will be introduced to employee's workstations as work is being performed in updating space per the department's long-term facility plan.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/16/2023** ☒ 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  
Ken Carlson, 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 16, 2023

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

Contact: Jessica Shepard,  
925-313-4454

By: June McHuen, Deputy

cc:



#### CONSEQUENCE OF NEGATIVE ACTION:

Without approval for the Purchase Order, the Department of Child Support Services (DCSS) could not provide Sit-Stand workstations and office landscape partitioning as required per the department's long-term facility space plan.

#### ATTACHMENTS

DCSS Overall Plan