

# The County of Yuba

## Administrative Services

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**TO:** Board of Supervisors

**FROM:** Administrative Services, Perminder Bains

**SUBJECT:** Approve Professional Services Agreement 901808 between Yuba County and Esplanade Office to supply and install furniture and equipment, and authorize Chair to execute.

**DATE:** September 26, 2023

**NUMBER:** 396/2023

*Recommendation:*

Administrative Services' staff recommends the Board of Supervisors approve professional services agreement 901808 between Yuba County and Esplanade Office to supply and install furniture and equipment, and authorize the Chair to execute.

*Background & Discussion:*

Staff recommended procuring a vendor to supply and install furniture since many departments are in need of furniture. In order to save time and money Administrative Service procured a County Wide contract per section 2.1.E. This section allows to "piggyback" off of an existing contract that was procured through the correct process. Butte County awarded Esplanade Office using the correct bidding process. Esplanade Office was also awarded a contract with Yuba County in 2019 when Administrative Services went out to bid for ergonomic office furniture on behalf of the District Attorney and Probation departments. Services rendered during the contract term were timely and professional and determined as the best value for the County.

The current contract provides supply and install services to all departments for three years with a not-to-exceed of \$150,000 and each project maximum is \$25,000. The contract includes, but not limited to seating, desks, tables, filing and storage solutions, panel systems as well as ergonomic accessories and space planning. With over 20 manufacturers available to choose from, departments will have the ability to select furniture that fits their needs and have it assembled and installed in a timely manner. Utilizing these services will decrease the in-county resources that are typically required when new furniture is purchased.

*Committee Action:*

This item is brought directly to the Board of Supervisors due to the routine nature of the request.

*Fiscal Impact:*

No funding commitment, administrative only, staff time only.

*Attachments*

396-2023 Esplanade Office Agreement