



Legislation Details (With Board Report)

**File #:** A 22-403      **Name:** Approve Standard Agreement With Staples Contract & Commercial, LLC

**Type:** BoS Agreement      **Status:** Passed

**File created:** 7/11/2022      **In control:** Board of Supervisors

**On agenda:** 7/26/2022      **Final action:** 7/26/2022

**Title:** a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute a Standard Agreement between the County and Staples Contract & Commercial, LLC (Agreement) in an amount not to exceed \$500,000 for office furniture solutions and related accessories and services procured under Sourcewell contract 121919-SCC, retroactive to April 19, 2022; and

b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign, subject to prior review and approval as to form by the Office of the County Counsel-Risk Management, amendments to the Agreement provided that said amendments do not significantly change the terms of the Agreement or increase the not to exceed amount by ten percent (10%) of the original Agreement amount.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A – Proposed Standard Agreement between the County of Monterey and Staples Contract & Commercial, LLC, 3. Completed Board Order Item No. 54

Date	Ver.	Action By	Action	Result
7/26/2022	1	Board of Supervisors	approved	Pass

a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute a Standard Agreement between the County and Staples Contract & Commercial, LLC (Agreement) in an amount not to exceed \$500,000 for office furniture solutions and related accessories and services procured under Sourcewell contract 121919-SCC, retroactive to April 19, 2022; and

b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign, subject to prior review and approval as to form by the Office of the County Counsel-Risk Management, amendments to the Agreement provided that said amendments do not significantly change the terms of the Agreement or increase the not to exceed amount by ten percent (10%) of the original Agreement amount.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute a Standard Agreement between the County and Staples Contract & Commercial, LLC (Agreement) in an amount not to exceed \$500,000 for office furniture solutions and related accessories and services procured under Sourcewell contract 121919-SCC, retroactive to April 19, 2022; and

b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign, subject to prior review and approval as to form by the Office of the County Counsel-Risk Management, amendments to the Agreement provided that said amendments do not significantly change the terms of the Agreement or increase the not to exceed amount by ten percent (10%) of the original Agreement amount.

**SUMMARY/DISCUSSION:**

Public Works, Facilities and Parks (PWWP) procures a wide range of office furniture for new and existing

facilities. Securing a Standard Agreement between the County and Staples Contract & Commercial, LLC (Agreement) will allow PWWP to compare costs among multiple vendors and secure the best value for the County.

The County is a participating member of Sourcewell, which is a public entity cooperative purchasing agency that provides the County with access to competitively-bid contracts for commonly used goods and services. Utilizing Sourcewell contract 121919-SCC, retroactive to April 19, 2022, under the proposed Agreement saves significant time and costs which could have been incurred if the County were to issue and award a County-level solicitation for similar goods and services.

Due to the time required to develop this agreement and obtain all required signatures, there was some delay in processing the proposed Agreement for Board review and approval. However, no goods or services have been procured pursuant to the proposed Agreement prior to Board approval and authorization and execution of said Agreement.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel-Risk Management and Auditor-Controller's Office have reviewed and approved the proposed Agreement as to form and fiscal provisions, respectively.

FINANCING:

There is no immediate cost to the County for approving the proposed Agreement. Costs for goods and services will be paid out of the respective funding source for each project. Funding is either within the approved budget allocations for a specific operating unit or contained within the Board of Supervisors approved project budget within Fund 404 Facility Master Plan Projects.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Utilizing cooperative solicitations save the County time and money to procure services. Cooperative agreements give the County access to national pricing discounts it would otherwise be ineligible for. The proposed Agreement meets the Board of Supervisors' goal of efficient government resource management.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: John Snively, MAIII (831) 759-6617

Reviewed by: Lindsay Lerable, Chief of Facilities

Tom Bonigut, PE, Assistant Director of Public Works, Facilities and Parks

Approved by: Randy Ishii, MS, PE, TE, PTOE

Director of Public Works, Facilities and Parks

Attachments:

Attachment A - Proposed Standard Agreement between the County of Monterey and Staples Contract & Commercial, LLC

(Attachments are on file with the Clerk of the Board)