



Legislation Details (With Text)

**File #:** 17-904      **Version:** 1      **Name:**

**Type:** Action Item      **Status:** Agenda Ready

**File created:** 10/11/2017      **In control:** BOARD OF SUPERVISORS

**On agenda:** 10/24/2017      **Final action:**

**Title:** (a) Waive the formal bidding process, pursuant to Lake County Code Section 2-38.4, as the County is piggybacking on a cooperative purchasing consortium contract; and (b) Approve Purchase Order with AAA Business Solutions, for cubicle workstations, in the amount of \$84,949.36, and Authorize the Community Development Director to sign.

**Sponsors:** Community Development

**Indexes:**

**Code sections:**

**Attachments:** 1. AAA Businesss Solutions Purchase Order 10-24-17

Date	Ver.	Action By	Action	Result
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**MEMORANDUM**

**TO:** Board of Supervisors

**CC:** Carol J. Huchingson, Lake County Administrative Officer

**FROM:** Robert Massarelli, AICP  
Lake County Community Development Director

**DATE:** October 24, 2017

**SUBJECT:** (a) Waive the formal bidding process, pursuant to Lake County Code Section 2-38.4, as the County is piggybacking on a cooperative purchasing consortium contract; and (b) Approve Purchase Order with AAA Business Solutions in the amount of \$84,949.36, and Authorize the Community Development Director to sign.

**EXECUTIVE SUMMARY:** The Community Development Department does not have enough workstations for the budgeted staff. There are 29 budgeted positions and only 21 workstations. To meet the needs of the Department, some workstations are doubled and tripled-upped. The budget includes money to replace the existing offices and cubicles with smaller cubicles creating 38 workstations. The additional workstations are needed for the staff (6) who will be processing and monitoring the cannabis permits and a proposed Zoning Hearing Officer and their administrative assistant.

We have been working with AAA Business Solutions who has a The Cooperative purchasing Network (TCPN) contract R142208. This contract was competitive bid and pursuant to Section 2-38.4 of the Lake County Code, we will piggyback onto that contract. Attached is the proposed purchase order for this service. It includes the purchase and installation of the cubicles. The purchase order totals 41 cubicles which include five which will be located for a redesigned front counter and are not considered workstations. The Building Division budget includes money for this amount for this project (\$101,774). The demolition and remodeling of the existing offices and front counter are in a separate line item of \$45,000.

**FISCAL IMPACT:** \_\_\_ None X Budgeted \_\_\_ Non-Budgeted  
Estimated Cost: \$84,949.36  
Amount Budgeted: \$101,774  
Additional Request: N/A  
Annual Cost (if planned for future years): N/A

**FISCAL IMPACT (Narrative):** The new cubicles are included in the Department's Budget in the amount of \$101,774. The cost of the cubicles and installation is \$84,949.36.

**STAFF IMPACT (if applicable):** N/A

**RECOMMENDED ACTION:** (a) Waive the formal bidding process, pursuant to Lake County Code Section 2-38.4, as the County is piggybacking on a cooperative purchasing consortium contract; and (b) Approve Purchase Order with AAA Business Solutions in the amount of \$84,949.36, and Authorize the Community Development Director to sign.