



Legislation Text

File #: 17-523, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Crystal Markytan, Social Services Director

DATE: June 13, 2017

SUBJECT: (a) Approve the Purchase of Modular Office Furniture and Walls from Interiors Incorporated for \$311,226.03; and (b) Authorize the Social Services Director to Sign the Purchase Order.

EXECUTIVE SUMMARY:

As you are aware, our approved budget for FY 2016/2017 included funds to remodel and provide needed modular furniture for our staff.

In January, after several failed attempts to secure additional office space, our department issued a Request for Quotes (RFQ) for a designer to plan the most efficient use of our office space in order to install cubicles for all of our allocated positions.

Interiors Incorporated worked with our designer to quote all necessary parts and materials necessary for the remodel. Interiors Incorporated is a Government approved contract vendor.

FISCAL IMPACT: ☐ None ☒ Budgeted ☐ Non-Budgeted
Estimated Cost: \$311,226.03
Amount Budgeted: \$315,000.00
Additional Requested: 0
Annual Cost (if planned for future years): 0

FISCAL IMPACT (Narrative): There is no County cost associated with this purchase.

STAFFING IMPACT (if applicable): None.

RECOMMENDED ACTION:

(a) Approve the Purchase of Modular Office Furniture and Walls from Interiors Incorporated for \$311,226.03; and (b) Authorize the Social Services Director to Sign the Purchase Order.