



Legislation Text

File #: 17-904, Version: 1

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.