



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 4/15/2025

To: Board of Supervisors

Department or Agency Name(s): Sonoma County Public Infrastructure

Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-2550

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Blanket Purchase Order Agreements for Modular Furniture and Related Services

Recommended Action:

- A) Authorize the Purchasing Agent to execute the five (5) proposed Blanket Purchase Order Agreements for as-needed modular furniture and related services, for a one-year term and with four one-year extension options per Agreement.
- B) Delegate authority to the Purchasing Agent to execute individual purchase orders under the Agreements for any amount, contingent on availability of sufficient funding.

Executive Summary:

The Department of Public Infrastructure (SPI) requests that the Board authorize the Purchasing Agent to execute Blanket Purchase Order Agreements with the following suppliers: Trope Group, Inc.; Ibex Enterprises (doing business as "Resource Design Interiors" (RDI)); Coordinated Project Installations, Inc. ("CPI"); Double Buck Investments, Inc. (doing business as "Interiors Incorporated"; and North Bay Office Furniture LLC). The contract term is effective May 1, 2025, through April 30, 2026, with four (4) one-year options for extension. These Blanket Purchase Orders are for use by all County departments and affiliated public entities, such as Sonoma County Water Agency, Sonoma County Community Development Commission, and Special Districts, for as-needed modular furniture and related services.

Discussion:

The Sonoma Public Infrastructure (SPI) Purchasing Division (Purchasing) currently issues individual purchase orders for the purchase of modular furniture and related services. The establishment of Blanket Purchase Order Agreements will facilitate efficiencies for departments requiring modular furniture and related services by reducing the number of requisitions for the associated goods and services resulting in a reduction of time to procure the modular furniture. The Blanket Purchase Order Agreements will be established for use on an as-needed basis for use by all County departments and affiliated public entities, including Sonoma County Water Agency, Sonoma County Community Development Commission, and Special Districts. Qualified suppliers are needed to provide modular furniture and related service work for various projects and ad hoc needs.

A Request for Proposals (RFP) for as-needed modular furniture and related services was issued on December 6, 2024. Notifications were sent to Minority Business Enterprises (MBE) and Women’s Business Enterprises (WBE) as well as local modular furniture and related service providers.

The County received five (5) proposals in response to the RFP and all proposers met the minimum qualifications to be added to the pre-approved modular furniture and service provider list. Purchasing is recommending approval for agreements with Trope Group, Ibex Enterprises, Coordinated Project Installation (CPI), Interiors Incorporated, and North Bay Office Furniture.

Modular furniture and service will include but not limited to the purchase, design, and installation of modular office furniture, wall systems and related work at various locations in the county. These Blanket Purchase Order Agreements will expedite modular furniture procurement and related service needs for as-needed work for all County departments and affiliated public agencies.

Strategic Plan:
N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?
No

Prior Board Actions:
N/A

FISCAL SUMMARY

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			

Total Sources			
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Narrative Explanation of Fiscal Impacts:

Appropriations for costs to be incurred under these Blanket Purchase Order Agreements will be available through Department Adopted Budgets and utilized only when the services are deemed necessary by Department management.

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Blanket Purchase Order Professional Services Agreements:

- 1 - Trope Group
- 2 - Ibex Enterprises (dba Resource Design Interiors ("RDI"))
- 3 - Coordinated Project Installation ("CPI")
- 4 - Interiors
- 5 - North Bay Office Furniture

Related Items "On File" with the Clerk of the Board:

None