




**EAST BAY REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA STAFF REPORT**

---

<b>DATE</b>	February 4, 2025
<b>TITLE</b>	Authorization to Award Blaisdell's Business Services a Contract for \$61,979 for the Purchase of Office Furniture for the Modular Office Building at Peralta Oaks
<b>DIVISION</b>	Finance and Management Services
<b>FROM</b>	Juancho Flores, Office Services Manager Deborah Spaulding, Assistant General Manager of Finance and Management Services
<b>APPROVED</b>	Sabrina Landreth, General Manager 

---

**RECOMMENDATION**

The General Manager recommends the Board of Directors authorize the award and execution of a contract to purchase office furniture for the Modular Office Building at Peralta Oaks from Blaisdell's Business Services for \$61,979.

**BACKGROUND**

The Peralta Oaks Administration Building currently houses over 220 permanent employees. All available offices and workstations have been allocated for existing staff and positions that were budgeted to be filled in 2024. Additional office space is needed to ensure that East Bay Regional Park District can provide sufficient workspaces to accommodate new staff members that will be added until the new Peralta Oaks North building is completed. On October 15, 2024, the Board authorized the transfer of funds in the amount of \$375,000 to create a new project 169200 Modular Office Peralta Oaks and award a contract for \$255,053 (Resolution Number 2024-10-225) to William Scotsman, Inc for the purchase of a modular office building for Peralta Oaks Administration. The modular office building consists of five (5) private offices, ten (10) cubicles, one (1) conference room and two (2) restrooms.

**ANALYSIS**

On October 8, 2024, Office Services invited 4 furniture vendors to provide quotes to furnish the modular office building at Peralta Oaks. Three (3) bids were received, and one (1) vendor declined to bid. Blaisdell's Business Services provided the lowest qualified bid.

Blaisdell's- \$61,979.08  
One Workplace- \$64,257.09  
Kantors- \$78,024.90  
Office Relief- Refused to bid

Staff recommends that the Board of Directors authorize the award of a contract to the lowest responsive bidder, Blaisdell's Business Services in the amount of \$61,979 to purchase of office furniture for the Modular Office Building at Peralta Oaks.

#### **FISCAL IMPACT**

<b>SOURCE OF FUNDS</b>	
Modular Office Building at Peralta Oaks Project #169200	\$ 375,000
Encumbrances	(\$ 279,184)
<b>Total Funds Available</b>	<b>\$ 95,816</b>

<b>USE OF FUNDS</b>	
Office Furniture from Blaisdell's	\$ 61,979
<b>Total Remaining Funds</b>	<b>\$ 33,836</b>

#### **ATTACHMENTS**

None



**EAST BAY REGIONAL PARK DISTRICT  
RESOLUTION NO. 2025 – 02 -  
FEBRUARY 4, 2025**

**AUTHORIZATION TO AWARD BLAISDELL'S BUSINESS SERVICES A  
CONTRACT FOR \$61,979 FOR THE PURCHASE OF OFFICE FURNITURE FOR  
THE MODULAR OFFICE BUILDING AT PERALTA OAKS**

**WHEREAS**, the East Bay Regional Park District (Park District) recognized the need to add additional offices for staff at Peralta Oaks; and

**WHEREAS**, the addition of a temporary modular office building is required to achieve the need for office space at Peralta Oaks; and

**WHEREAS**, Blaisdell's Business Services provided the lowest qualified bid for the furniture purchase after an RFQ (Request for Quotes) from 4 vendors; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the East Bay Regional Park District hereby award and authorize execution of a contract to Blaisdell's Business Products as presented to the Board on February 4, 2025; and

**BE IT FURTHER RESOLVED**, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to award a contract for \$61,979 to Blaisdell's Business Services for the purchase of office furniture for the modular office building at Peralta Oaks.

Moved by Director \_\_\_\_\_, and seconded by Director \_\_\_\_\_, and adopted February 4, 2025, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: