

## **RESOLUTION NO. .**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION AUTHORIZING AN AGREEMENT WITH COMMERCIAL  
INSTALLATIONS COMPANY, INC. FOR SURPLUS MODULAR FURNITURE  
STORAGE AND ON-CALL INSTALLATION SERVICES, FOR THE TERM OF  
DECEMBER 9, 2025 THROUGH NOVEMBER 30, 2030, IN AN AMOUNT NOT TO  
EXCEED \$273,500**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, the Sustainability Department (Department), through the Surplus Property Program, coordinates the storage, management, and reuse of County surplus modular furniture and ergonomic equipment (Surplus Furniture); and

**WHEREAS**, the Surplus Property Program was created under the County's Purchasing Procedures (San Mateo County Ordinance Code § 2.83.120), which requires County departments to report and transfer property that is no longer needed to the County's Surplus Property Program for reuse; and

**WHEREAS**, by extending the useful life of assets, the program supports the County's goals to reduce waste, minimize the purchase of new items, and generate cost saving across departments; and

**WHEREAS**, since 2014, the Department has maintained an agreement with a vendor to store Surplus Furniture in the vendor's warehouse and provide all transportation, storage, tracking, recycling, and disposal services associated with it; and

**WHEREAS**, the agreement also establishes a mechanism for County departments to request on-call furniture services for the installation, reconfiguration, teardown, or decommissioning of Surplus Furniture; and

**WHEREAS**, on May 19, 2025, the Department released a Request For Proposal seeking qualified contractors to provide Surplus Furniture storage and inventory management, and/or on-call furniture installation, modification and teardown services; and

**WHEREAS**, the Department received five proposals and recommends Commercial Installations Company, Inc. as the most qualified company to provide both storage and installation services based on the County's needs; and

**WHEREAS**, both parties now wish to enter into an agreement to provide Surplus Furniture storage services for the period of December 9, 2025 to November 30, 2030, for an amount not-to-exceed \$273,500; and

**WHEREAS**, such an agreement has been presented to this Board, which the Board has examined as to form and substance and this Board wants to enter into the agreement.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of the Board of Supervisors is hereby authorized and directed to execute said agreement for and on behalf of the County of San Mateo, and the clerk of the Board shall attest the President's signature thereto.

**BE IT FURTHER RESOLVED** that the Director of the Sustainability Department, or the Director's designee is authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract terms and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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