

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 10/19/05
Department Name: General Services
Department No.: 063
Agenda Date: 10/25/05
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Bob Nisbet, Director
General Services Department

STAFF CONTACT: Paddy Langlands, Assistant Director
General Services Department

SUBJECT: Sole Source Procurement of MechoShades from Diversified Window Coverings, Inc.

Recommendation(s):

That the Board of Supervisors authorize the sole source procurement of two MechoShades, motorized shade equipment, from Diversified Window Coverings Incorporated, (not a local vendor), in an amount of \$75,600, without being required to comply with the formal bid process.

Alignment with Board Strategic Plan:

This recommendation is primarily aligned with actions required by law or routine business necessity.

Executive Summary and Discussion:

The installation of a motorized skylight shade has been requested by the Clerk-Recorder-Assessor to help mitigate for the intensity of natural light now penetrating the recently restored Hall of Records. In determining who could fabricate and install such a device, it became clear that very few companies specialize in large shade equipment installation. After a three month search, Diversified Window Coverings, Inc. was the only company to respond to our request for information and pricing. The Support Services Division is requesting sole source authorization for the following reasons:

- The size of the shade (25 feet by 25 feet) is too large for local vendors to provide.
- There are only three vendors in southern California certified to install a MechoShade and no local vendors.
- Other manufacturers' equipment will not provide the flexibility and sun-block protection that the MechoShade product provides.

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Mandates and Service Levels:

No mandates.

Fiscal and Facilities Impacts:

The equipment will be purchased from an existing fixed asset line item appropriation in the project account (063/1930/8644). The purchase is within the funds budgeted for this project.

Special Instructions:

Please forward a copy of the Minute Order to Paddy Langlands, Facilities Services, Courthouse, East Wing, 2nd floor.