SUBJECT: FURNITURE: SYSTEMS, OFFICE, METAL AND WOOD

BID #: SC-0330-18 **OPEN DATE:** 12/13/2017

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: MULTIPLE BID AWARD TO THE RESPONSIVE, RESPONSIBLE BIDDERS BASED ON HIGHEST DISCOUNT PERCENTAGE OFF LIST PRICES

NUMBER OF BIDS INVITED: (8) **NUMBER RECEIVED:** (7) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded to Budget Office Interiors, Inc., Humanscale Corporation, Office Environments and Services, OfficeZilla, Perdue, Inc., and Workscapes, Inc. on 2/1/18 in the total annual expenditure amount of $200,000.00. First renewal option awarded to all suppliers on 8/2/18 in the amount of $200,000.00; second renewal option awarded to all suppliers on 7/25/19 in the amount of $200,000.00.

Recommend approval to utilize the third and final one-year renewal option with the following furniture suppliers: Budget Office Interiors, Inc., Humanscale Corporation, Office Environments and Services, OfficeZilla, Perdue, Inc., and Workscapes, Inc. Period of service will be from October 1, 2020 through September 30, 2021. Total estimated annual expenditure amount not-to-exceed $200,000.00. Total revised award expenditure amount not-to-exceed $800,000.00.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2020. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

Attachments: Recommendation Memo, Supplier' Letters, Basis of Award, Previous Awards

Analyst: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
for GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: GREGORY PEASE, CHIEF, PROCUREMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

To: Gregory W. Pease, Division Chief, Procurement Division

From: David Klages, Purchasing Analyst DK

Date: September 4, 2020

Subject: SC-0330-18 Furniture: Systems, Office, Metal and Wood

The Procurement Division requests approval to utilize the third and final renewal option with the following furniture suppliers: Budget Office Interiors, Inc., Humanscale Corporation, Office Environments and Services, OfficeZilla, Perdue, Inc., and Workscapes, Inc.

Period of service will be from October 1, 2020 through September 30, 2021. The total estimated annual expenditure amount not-to-exceed $200,000.00. Total revised award expenditure amount not to exceed $800,000.00.

Funding shall be encumbered by Purchase Order issued by various City agencies.

Thank you for your assistance and consideration in this matter.

CC: Dustin Freeman
Manager of Purchasing Services
Procurement Division

Budget Office Interiors
3030 Powers Avenue, Suite 101
Jacksonville, Fl 32207-8089
904-733-0182 Fax:904-733-0591
www.budgetofficeinteriors.com

June 17, 2020

David R. Klages

Purchasing Analyst

City of Jacksonville, Procurement Division

214 N. Hogan Street, Suite 800

Jacksonville, Florida 32202

Please use this letter as confirmation that Budget Office Interiors, Inc. wishes to exercise the third of three contract renewal options for SC-0330-18 Furniture: Systems, Office, Metal and Wood under the same terms and conditions.

Sylvia B. Crosby

Sylvia B. Crosby

Sales Representative

Humanscale®

220 Circle Drive North
Piscataway, NJ 08854
732-537-2944
humanscale.com

August 14, 2020

City of Jacksonville
Attn: David Klages
Purchasing Analyst
Procurement Division

Re: Extension of Contract

Dear David,

Humanscale would like to exercise the third renewal option and agree to the same terms and conditions.

Sincerely,

Katie Miglin

Katie Miglin
Sr. Contract Administrator, Gov't Specialist

Office Environments and Services
IB16000960

"We deliver results, not surprises."

July 20, 2020

TO: David Klages

RE: Contract Renewal for SC-0330-18 Furniture, Systems, Office, Metal & Wood

Dear David,

Please use this letter as confirmation that OE&S, Office Environments & Services, is agreeable to exercising the third renewal option for this contract under the original terms and conditions.

Thank you,

Mel Schock

Mel Schock

Workspace Consultant

1524 San Marco Boulevard
Jacksonville, Florida 32207

telephone 904.398.9761
fax 904.398.5095
www. oesjax.com

The McGee Company

Dba-OfficeZilla Jacksonville
4618 Sunbeam Rd.
Jacksonville, FL. 32257

02/20/2020

David R. Klages
City of Jacksonville, Procurement
214 N. Hogan Street, Suite 800
Jacksonville, Fl. 32220

Re: SC-0330-18 Furniture

Dear Mr. Klages,

We are happy to be included and able to extend the third contact renewal option as mentioned.

Thank you,

C. Victor McGee

C.Victor McGee

Klages, David

From: Mark Lebel <Mark.LeBel@perdueoffice.com>
Sent: Tuesday, July 28, 2020 12:55 PM
To: Klages, David
Subject: RE: Contract Renewal 3 for SC-0330-18 Furniture: Systems, Office, Metal and Wood
Attachments: 5cdbe4fb-a1aa-4e62-bb7a-7640f7399f2c.pdf

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good morning David!
It was good speaking with you this morning.
Per our conversation, please use this email (in leu of letterhead) as our agreement to extend the city furniture contract agreement #SC-0330-18 for a third contract renewal under the same terms and conditions as currently awarded.
Please see attached for our COL.
Please let me know if there is anything else you need.
We appreciate the opportunity to be of service to The City of Jacksonville.
Thank you!

Mark S. LeBel
Account Executive

Perdue, Inc.
(p) 904.807.5712
(m) 904.307.0487
5 W Forsyth Street, Suite 100
Jacksonville, FL. 32202
www.perdueoffice.com

perdue 100 years Steelcase 2018 Premier Partner

From: Klages, David <DKlages@coj.net>
Sent: Friday, July 17, 2020 12:06 PM
To: Mark Lebel <Mark.LeBel@perdueoffice.com>
Subject: Contract Renewal 3 for SC-0330-18 Furniture: Systems, Office, Metal and Wood
Importance: High

EXTERNAL EMAIL

Good afternoon. The City of Jacksonville would like to exercise the third/final contract renewal option for **SC-0330-18 Furniture: Systems, Office, Metal and Wood** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the third/final contract renewal option? An e-mail attachment of the letter will suffice.

Also, would you please provide a copy of your current Certificate of Liability Insurance with the solicitation number on it listing the City of Jacksonville as Additional Insured and with verbiage that waives the underwriter's rights of subrogation in favor of the City per page 14 of the (attached) bid documents?

If you have any questions, please feel free to call.

Thank you,

David R. Klages, Purchasing Analyst
City of Jacksonville
214 N. Hogan Street
Jacksonville, FL 32202
Phone: (904) 255-8813
Email: dklages@coj.net

This electronic communication and any files transmitted with it, or attached to it, are confidential and are intended solely for the use of the individual or entity to whom it is addressed and may contain information that is confidential, legally privileged, protected by privacy laws, or otherwise restricted from disclosure to anyone else. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, you are hereby notified that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you received this e-mail in error, please return the e-mail to the sender, delete it from your computer and destroy any printed copy of it.

workscapes

David R. Klages
City of Jacksonville, Procurement Division
214 N Hogan St., #800
Jacksonville, FL 32202

8/31/20

Dear Mr. Klages,

Thank you for the opportunity to exercise the third/final contract renewal option for SC-0330-18 Furniture: Systems, Office, Metal and Wood under the same terms and conditions as currently awarded by the City of Jacksonville.

Workscapes, Inc. is honored to accept the City of Jacksonville's request to renew the contract. Attached please find Workscapes' Certificate of Liability Insurance.

Please let me know if you have any questions or need any additional information.

Thank you so much!

Sincerely,

Christie Hill
EVP/Market President Jacksonville

TERMS AND CONDITIONS
FURNITURE: SYSTEMS, OFFICE, METAL AND WOOD

1. SCOPE

The Procurement Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for **Furniture, Office, Systems, Freestanding, Seating, Filing Equipment and Related Products and Support Services** as listed in the bid documents. Throughout the entire term of the contract, the successful bidder(s) will guarantee discounts.

2. AWARD

This will be a **MULTIPLE BID AWARD** for acceptable furniture manufacturers listed in this bid package. Award shall be made to the responsive, responsible bidder based on highest discount percentage off list prices, offered by the bidder(s) for each category. If more than one bidder offers a percentage discount off the same manufacturer's list price, award will be made to the bidder who is an authorized dealer, offering the highest percentage discount. The City reserves the right to reject any or all bids, whichever is in the best interest of the City. ALL awards are subject to the availability of funds.

It is the intent of the City to accept bids from qualified bidders who respond favorably and completely to the requirements of the bid. In most cases there will be several available sources of supply to fill the furniture needs of the City. Awarded bidders will be contacted for quotations and the City will select the source affording the least cost, consistent with quality and service. The City reserves the right to add or delete lines of furniture and or manufacturer's as deemed necessary.

No guarantee is given to any bidder whose proposal may be accepted as the total volume of furniture business or average amount per order that may result during the term of this contract.

3. TERM OF AGREEMENT

The term of this agreement is from date of award through September 30, 2018, with three (3) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. REQUIREMENTS / BIDDERS RESPONSIBILITY

A. Bidders must maintain a local office and provide a dedicated sales representative(s), available to the City and its independent agencies on a daily basis as needed. Bidders must state the name of the dedicated sales representative, along with phone number, email address, and/or cell phone number.

B. Bidders must have available service representative(s) to handle any warranty problems during warranty period.

C. Bidders must have available a representative that can assist in designing layouts, space planning, and color coordination; and be available free of charge for jobs arising from this bid.

D. Bidders must have samples available in showroom for lines they are bidding, especially, seating must be available for end user to test and evaluate.

SUBJECT: FURNITURE: SYSTEMS, OFFICE, METAL AND WOOD

BID #: SC-0330-18 **OPEN DATE:** 12/13/2017

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: MULTIPLE BID AWARD TO THE RESPONSIVE, RESPONSIBLE BIDDERS BASED ON HIGHEST DISCOUNT PERCENTAGE OFF LIST PRICES

NUMBER OF BIDS INVITED: (8) **NUMBER RECEIVED:** (7) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
The Procurement Division requests approval to utilize the second (2) of three (3) one-year renewal options with the following furniture vendors: Budget Office Interiors, Inc., Humanscale Corporation, Office Environments and Services, OfficeZilla, Perdue, Inc., and Workscapes, Inc.

Also recommend approval to add the following furniture manufacturers to the contract under Workscapes, Inc. as the sole provider at the discounted rates stated in the vendor's renewal letter: Herman Miller, Krug, Darran Furniture, Workrite, Exemplis, Ideon, Dauphin, Jasper, La-z-boy, and KI Kruger International.

Period of service will be from October 1, 2019 through September 30, 2020. Total estimated annual expenditure not-to-exceed $200,000.00. Total revised award expenditure not to exceed $600,000.00.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

Attachments: Recommendation Memo, Vendors' Letters, Basis of Award, Previous Awards

Analyst: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: MARILYN LAIDLER, MANAGER OF PURCHASING SERVICES, ASSISTANT

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 7/25/19

_____ OTHER: _____

_____

_____

ACTION OF AWARDING AUTHORITY DATE 7/25/19

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: FURNITURE: SYSTEMS, OFFICE, METAL AND WOOD

BID #: SC-0330-18 **OPEN DATE:** 12/13/2017

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 8 NUMBER RECEIVED: 7 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the first (1) of three (3) one year renewal options to the following furniture vendors: Budget Office Interiors, Humanscale Corporation, Office Environments & Services, OfficeZilla, LLC., Perdue, Inc., and Workscapes, Inc. Period of service will be from October 1, 2018 through September 30, 2019. The total estimated annual expenditure not-to-exceed $200,000.00, for a total revised award expenditure of $400,000.00.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

Funding Source: Various Agencies – To be encumbered by purchase orders

Attachments: Recommendation Memo; Vendor Letters; Terms and Conditions; Specifications

Analyst: CHELSEY FLEMING **RESPECTFULLY SUBMITTED:** GREGORY REASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Chrissy Nunziato, Manager of Purchasing Services, Asst.

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 8/02/18

Teresa R. Eichman OTHER:

ACTION OF AWARDING AUTHORITY DATE 8/02/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: FURNITURE: SYSTEMS, OFFICE, METAL AND WOOD

BID #: SC-0330-18 **OPEN DATE:** 12/13/2017

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2018, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 8 NUMBER RECEIVED: 7 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to reject the referenced vendors or manufacturers as outlined in the attached rejection letters: Breeze Hill, LLC. DBA Florida Office Interiors; Egan Visual under Perdue, Inc.; JSI Seating under Perdue, Inc.; Magnuson Group under Perdue, Inc.; Mayline Tiffany under Perdue, Inc.; First Office Highmark under Perdue, Inc.; Versteel under Perdue, Inc.; Flexsteel under Officezilla; Lesro under Officezilla; Izzyplus under Officezilla; Old Dominion under Officezilla; OFM under Officezilla and Regency under Officezilla.

Officezilla failed to submit Form 5 – Warranty Information Form, the Conflict of Interest and Addendums one and two Procurement has received the forms and requests to accept and waive the technicality as a minor irregularity.

Accordingly, recommend approval of award to multiple vendors based on the highest percentage discount offered for the purchase of office furniture to include Systems, Metal, and Wood per the attached recommendation, tabulation and manufacturer product discount list for the period from date of award through September 30, 2018, with three (3) one (1) year renewal options. Total expenditure not-to-exceed $200,000.00.

Recommend approval of tie bid to be broken by drawing lots.

SEATING
ALLSEATING ____Office Environments & Services (OE&S) ✓ Budget Office Interiors

Funding Source: Various Agencies – To be encumbered by purchase orders

Attachments: Recommendation Memo; Discount List; Tabulation; Rejection Letters; Terms and Conditions; Specifications

Analyst: CHELSEY FLEMING

RESPECTFULLY SUBMITTED: For GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Chrissy Nunziato, Manager of Purchasing Services, Asst.

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 02/01/18

Teresa R. Eilbacher _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 2/01/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
~~Chief Administrative Officer~~
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05