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 _____ 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: July 18, 2019

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

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. The total estimated annual expenditure not-to-exceed $200,000.00. Total revised award expenditure not to exceed $600,000.00.

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

Thank you for your assistance and consideration in this matter.

CC: Marilyn Laidler
Manager of Purchasing Services, Assistant
Procurement Division

Budget

BUDGET OFFICE INTERIORS INC.

3030 Powers Avenue, Suite 101

Jacksonville, Florida 32207-8089

TEL: (904)733-1082 FAX: (904)733-0591

June 19, 2019

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 second 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

Emailed 6/19/19

Humanscale®

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

June 20, 2019

City of Jacksonville
Attn: David Klages
Purchasing Analyst
Procurement Division

Re: Extension of Contract

Dear David,

Humanscale would like exercise the second 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
IB26000960

"We deliver results, not surprises."

June 28, 2019

TO: David Klages

RE: Contract Renewal 2 for SC-0330-18 Furniture: Systems, Office, Metal & Wood

Dear David,

Please use this letter as confirmation that OES, Office Environments & Services, is agreeable to exercising the second 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

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 second contact renewal option as mentioned.

Thank you,

Vic McG

Vic McGee

perdue

City of Jacksonville

Procurement Division

214 N Hogan Street, Suite 800

Jacksonville, FL. 32202

Attn: David R. Klages

David,

Per your request, Perdue is pleased to exercise its option for a second contract renewal for City Contract #SC-0330-18.

Please see attached, up to date certificate of insurance.

Please let us know if there is anything else you need.

Thank you!

Sincerely,

Mark S. Lebel

Account Executive.

5 W. Forsyth Street Suite 100
Jacksonville, FL 32202
tel: 904.737.5858 fax: 904.737.6088
perdueoffice.com

workscapes

7.17.19

Dear Mr. Klages,

Thank you for the opportunity to exercise the second of three contract renewal options for **SC-0330-18 Furniture: Systems, Office, Metal and Wood.**

Workscapes Inc. accepts the city's offer to renew the contract under the same terms and conditions.

In addition (to better service the City of Jacksonville's furniture requirements) we request the below manufacturers to be added to the referenced contract.

Thank you again for the opportunity to be a valued partner with the City of Jacksonville and please let me know if you have any questions.

Respectfully,

Christie Hill

EVP Market President, Workscapes Inc.

Manufacturer	Systems	Seating	Technology/Risk Management	Casegoods	Files and Storage	Conference Training/Storage	Alternate/Misc
Herman Miller	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract
Krug	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract
Darran		56.90%		56.90%		56.90%	
Workrite	65.00%		65.00%			65.00%	65.00%
Exemplis		64.00%					
Ideon		64.00%					
Dauphin		61.30%	61.30%	61.30%	61.30%	61.30%	61.30%
Jasper		61.60%					
La-z-boy		61.20%					
Kl Krueger International	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract

WORKSCAPES INC.
7.19.19

MANUFACTURERS BEING REQUESTED
TO ADD TO SC-0330-18

Manufacturer	Systems	Seating	Technology/Rsik Management	Casegoods	Files and Storage	Conference Training/Storage	Alternate/Misc
Herman Miller	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract
Krug	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract
Darran		56.90%		56.90%		56.90%	
Workrite	65.00%		65.00%			65.00%	65.00%
Exemplis		64.00%					
Ideon		64.00%					
Dauphin		61.30%	61.30%	61.30%	61.30%	61.30%	61.30%
Jasper		61.60%					
La-z-boy		61.20%					
KI Krueger International	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract	% Varies per FL state Contract

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 – 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. Eilhman _____ 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