SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second renewal option with the following suppliers: 911 Direct Holdings, LLC, Budget Office Interiors, Inc., ErgoFlex Systems, Inc. (dba) Xybix Systems, Inc., Office Environments & Services, Inc., Perdue, Inc., W.B.Mason Company, Inc., and Workscapes, Inc. The annual revised expenditure amount is $270,00.00. Total revised not-to-exceed amount is $910,000.00. Period of service is from October 1, 2023 through September 30, 2024 with one (1) one (1) year renewal option remaining.

Further recommend adding the manufacturer Indiana Desk & Knoll to the manufacturer list for Workscapes, Inc.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2023. 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 the work herein. A written notification will be provided in the event that funds are appropriated.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo, Vendor Letters, Previous Awards

ANALYST: _____ Corey Sidlo

RESPECTFULLY SUBMITTED: _____ Dustin Freeman, Chief Procurement Division

CONCURRENCE BY: DUSTIN FREEMAN, 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 _____

City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

To: Dustin Freema, Division Chief, Procurement Division

From: Corey Sidlo, Purchasing Analyst CS

Date: July 3, 2023

Subject: SC-0253-22 Citywide Purchase of Office Furniture and Related Products

Recommend approval to utilize the second renewal option with the following suppliers: 911 Direct Holdings, LLC, Budget Office Interiors, Inc., ErgoFlex Systems, Inc. (dba) Xybix Systems, Inc., Office Environments & Services, Inc., Perdue, Inc., W.B.Mason Company, Inc., and Workscapes, Inc. The annual revised expenditure amount is $270,00.00. Total revised not-to-exceed amount is $910,000.00. Period of service is from October 1, 2023 through September 30, 2024 with one (1) one (1) year renewal option remaining.2

Funding for this award will be encumbered from various agencies and accounts and executed via Purchase Orders.

Thank you for your assistance and consideration in this matter.

CC: Annette Leslie-Burney
Manager of Purchasing Services, Assistant
Procurement Division

Sidlo, Corey

From: Robert Dawson <rdawson@911direct.com>
Sent: Monday, May 22, 2023 11:13 AM
To: Sidlo, Corey
Cc: Robert Pough
Subject: RE: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products

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,

We have decided we would like to exercise renewal option 2, starting 10/1/23 and ending 9/30/24. If you need anything else at this time, please do not hesitate to reach out

Thanks,

Robert Dawson
Sr. Accountant
2836 B Industrial Plaza Dr
Tallahassee, Florida 32301
c-727-834-1999
o-850-386-3002
f-850-386-3190

Sidlo, Corey

From: Sylvia Crosby <sylvia@budgetofficeinteriors.com>
Sent: Tuesday, May 30, 2023 2:27 PM
To: Sidlo, Corey
Subject: Re: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products

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Please note that we would like to exercise our second renewal option which will start on 10/1/23 and end 9/30/24.

Thank you,
Sylvia Crosby
Office Manager
Budget Office Interiors, Inc.

On 05/19/2023 11:06 AM EDT Sidlo, Corey <csidlo@coj.net> wrote:

Good morning Budget Office Interiors, Inc.,

The subject/attached contract with the City of Jacksonville ends on September 30, 2023. You have one renewal option remaining. Would you like to exercise your second of three renewal options? If so, the second renewal option will start 10/1/23 and end on 9/30/24.

If you would like to renew, simply reply to this email stating that you would like to exercise renewal option 2, starting 10/1/23 and ending 9/30/24.

If not, please let me know as soon as you can, so I can rebid and award the contract it in time to avoid a gap in service.

We appreciate your services. Thank you.

Sincerely,

Sidlo, Corey

From: Inge Meyer <IngeM@xybix.com>
Sent: Thursday, June 1, 2023 5:02 PM
To: Sidlo, Corey
Cc: Halley Barba; Lynn Rondinelli
Subject: RE: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products

Importance: High

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Hi Corey

Xybix Systems, Inc. would like to renew and remain on the Contract thru 2024.

Thank you!

Sincerely,

Inge Meyer
Administrator | Xybix Systems, Inc.
Office: 303.683.5656 Fax: 303.683.5454

xybix

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Thursday, June 1, 2023 11:52 AM
To: Lynn Rondinelli <lynnr@xybix.com>; Inge Meyer <IngeM@xybix.com>
Subject: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products
Importance: High

Good afternoon ErgoFlex Systems, Inc.,

The subject/attached contract with the City of Jacksonville ends on September 30, 2023. You have one renewal option remaining. Would you like to exercise your second of three renewal options? If so, the second renewal option will start 10/1/23 and end on 9/30/24.

Sidlo, Corey

From: Mel Schock <mschock@oesjax.com>
Sent: Friday, May 19, 2023 1:03 PM
To: Sidlo, Corey
Cc: Todd Hogan
Subject: RE: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products

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Hi Corey,

Yes, we would like to exercise renewal option 2, starting 10/1/23 and ending 9/30/24.

Thank you.

Mel Schock | Workplace Consultant
Monday- Friday 8 AM-5 PM

Office Images – OES, LLC.
1524 San Marco Blvd
Jacksonville, FL 32207
Office: 904-398-9761
www.oesjax.com

HAWORTH
Six Times Best in Class Dealer

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Friday, May 19, 2023 10:55 AM
To: Todd Hogan <thogan@oesjax.com>; Teresa Alvey (Alais) <teresa@oesjax.com>; Mel Schock <mschock@oesjax.com>; dwarhurst@oesjax.com
Subject: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products

Good morning Office Images – OES, LLC,

The subject/attached contract with the City of Jacksonville ends on September 30, 2023. You have one renewal option remaining. Would you like to exercise your second of three renewal options? If so, the second renewal option will start 10/1/23 and end on 9/30/24.

If you would like to renew, simply reply to this email stating that you would like to exercise renewal option 2, starting 10/1/23 and ending 9/30/24.

If not, please let me know as soon as you can, so I can rebid and award the contract it in time to avoid a gap in service.

Sidlo, Corey

From: Margie S. McCormack <margie.mccormack@perdueoffice.com>
Sent: Friday, May 26, 2023 11:53 AM
To: Sidlo, Corey
Subject: FW: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products
Attachments: SC-0253-22 - GGAC - Bid Award (2).pdf; SC-0253-22 Awarded Suppliers - Manufacturers (1).pdf; SC-0253-22 - Renewal 1.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.

Hello
We would like to renew this contract

Thank you

Margie McCormack
Customer Service and Sales Administration Supervisor

Perdue, Inc.
(p) 904 704-7213
5 W Forsyth Street, Suite 100
Jacksonville, FL. 32202
www.perdueoffice.com

perdue 100 years Steelcase 2020 Premier Partner

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Friday, May 19, 2023 11:15 AM
To: Margie S. McCormack <margie.mccormack@perdueoffice.com>
Subject: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products

EXTERNAL EMAIL

Good morning Perdue, Inc.,

The subject/attached contract with the City of Jacksonville ends on September 30, 2023. You have two renewal options remaining. Would you like to exercise your second of three renewal options? If so, the second renewal option will start 10/1/23 and end on 9/30/24.

Sidlo, Corey

From: Hector Cruz <Hector.Cruz@WBMASON.COM>
Sent: Monday, May 22, 2023 10:35 AM
To: Sidlo, Corey
Subject: RE: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products

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Hi Corey,
Yes we would like to renew our contract with COJ.

Thank,

Hector Cruz|Sales Manager
W.B. Mason Company|11741 Philips Hwy.|Jacksonville, FL 32256
(p) 518-487-8984

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Friday, May 19, 2023 11:17 AM
To: Hector Cruz <Hector.Cruz@WBMASON.COM>
Subject: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products

External Email: This email is from outside the company - Please use caution when opening links and attachments.

Good morning W.B. Mason Co., Inc.,

The subject/attached contract with the City of Jacksonville ends on September 30, 2023. You have two renewal options remaining. Would you like to exercise your second of three renewal options? If so, the second renewal option will start 10/1/23 and end on 9/30/24.

If you would like to renew, simply reply to this email stating that you would like to exercise renewal option 2, starting 10/1/23 and ending 9/30/24.

If not, please let me know as soon as you can, so I can rebid and award the contract it in time to avoid a gap in service.

We appreciate your services. Thank you.

Sincerely,

Corey Sidlo
Purchasing Analyst

I would like to honor your request to add a manufacturer, I just need the name of the manufacturer name and what category you'd like to add them to per the attached spreadsheet.

Sincerely,

Corey Sidlo
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 833
Jacksonville, FL 32202
Phone: 904-255-8815
Email: csidlo@coj.net

24+ year military veteran, serving the City of Jacksonville

CITY OF JACKSONVILLE

*** Privacy Act: This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

From: Christie Hill <chill@workscapes.com>
Sent: Friday, June 2, 2023 7:37 AM
To: Sidlo, Corey <CSidlo@coj.net>
Subject: RE: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products

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!

Yes, Workscapes would like to exercise renewal option 2, starting 10/1/23 and ending 9/30/24. In addition, we would like to request the opportunity to add a manufacturer. I believe we were missing a document when we submitted the bid documents. Let me know if that is possible.

We are honored to serve the City of Jacksonville in this way and appreciate your business partnership.

Thank you so much!

Sincerely,

Christie Hill

Sidlo, Corey

From: Christie Hill <chill@workscapes.com>
Sent: Friday, June 30, 2023 5:06 PM
To: Sidlo, Corey
Cc: Christie Hill; Meghan Flynn
Subject: RE: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products

Importance: High

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Good Afternoon Corey,

We would like to add Indiana Desk and Knoll if possible to our vendors. Let me know. If not, I would like to revew our existing purchase agreement with the City of Jacksonville.

Many thanks for your follow up. We appreciate the business and are proud to support the City of Jacksonville!

Kind Regards,

Christie

Please Note: Workscapes will be closed on Monday July 3rd and Tuesday July 4th in observance of Indepe

Click Here to view Workscapes Community Impact Report

Christie Hill
Market President Jacksonville | Workscapes
t: (904) 858-9918 m: (407) 468-5166
chill@workscapes.com
121 W. Forsyth St., Ste 100, Jacksonville, FL 32202
TAMPA | ORLANDO | JACKSONVILLE | FT. MYERS

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Friday, June 30, 2023 2:59 PM
To: Christie Hill <chill@workscapes.com>; John Prather <JPrather@workscapes.com>
Subject: RE: City of Jacksonville - Renewal Inquiry: SC-0253-22, Purchase of Office Furniture and Related Products

Good afternoon All,

I'm ready to start the renewal award to start/end per the below dates.

5

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PURCHASING DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to increase the initial not-to-exceed award amount by $100,000.00 to ensure sufficient funding for a pending requisition. The funds will be added to Workscapes, Inc. The annual revised amount will be $370,000.00. The total revised not-to-exceed amount is $640,000.00.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo; Previous Awards

ANALYST: _____ Corey Sidlo **RESPECTFULLY SUBMITTED:** _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DUSTIN FREEMAN, CHIEF, PROCUREMENT DIVISION

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 4/13/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 4/13/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

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

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first renewal option with the following suppliers: 911 Direct Holdings, LLC, Budget Office Interiors, Inc., ErgoFlex Systems, Inc , Office Environments & Services, Inc., Perdue, Inc., W.B.Mason Company, Inc., and Workscapes, Inc. The annual revised expenditure amount is $270,00.00. Total revised not-to-exceed amount is $540,000.00. Period of service is from October 1, 2022 through September 30, 2023 with one (2) one (1) year renewal options remaining.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2022. 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 the work herein. A written notification will be provided in the event that funds are appropriated.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo; Previous Award

ANALYST: Corey Sidlo

RESPECTFULLY SUBMITTED: Gregory Pease, Chief Procurement Division

CONCURRENCE BY: GREG PEASE, CHIEF, PROCUREMENT DIVISION

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 9/1/2022

Teresa R. Eichner

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/1/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
~~For: Mayor Lenny Curry~~
Under Authority of:
Executive Order No: 2019-02

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22 **OPEN DATE:** 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PURCHASING DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to increase the initial not-to-exceed award amount by $60,000.00 to ensure sufficient funding for the remainder of FY22. The funds will be added to various suppliers' POA's based on pending requisitions. Revised total not-to-exceed award amount will be $270,000.00.

Funding will be encumbered from various agencies and accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo; Previous Award

ANALYST: DAVID KLAGES **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF, PROCUREMENT DIVISION

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 6/23/2022

Teresa R. Eidson

OTHER:

ACTION OF AWARDING AUTHORITY DATE 6/24/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: CITYWIDE PURCHASE OF OFFICE FURNITURE AND RELATED PRODUCTS

BID #: SC-0253-22

OPEN DATE: 6/30/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PURCHASING DIVISION

BASIS OF AWARD: MULTIPLE AWARDS – GREATEST DISCOUNT PERCENTAGE FOR EACH MANUFACTURER UNDER A SUB-CATEGORY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the following suppliers as the lowest responsive, responsible bidders based on the attached Bid Tabulation: 911 Direct Holdings, LLC; Budget Office Interiors, Inc.; ErgoFlex Systems, Inc. dba Xybix Systems, Inc.; Office Environments & Services, Inc.; Perdue, Inc.; W.B. Mason Company, Inc.; and Workscapes, Inc.

Request that lots be drawn to break the ties between W.B. Mason Company, Inc. and Workscapes, Inc. for the following sub-categories: Open Office Systems; Desk Systems; Task Seating; Conference Room Chairs; Metal Office Furniture; Executive Wood Office Furniture; Laminate Bookcases; Lateral Files – Wood; Shelving / Personal Storage; and Occasional Tables per the attached tie breaking spreadsheet.

Total estimated initial expenditure amount not-to-exceed $210,000.00. Period of service will be from October 1, 2021 through September 30, 2022 with three (3) one (1) year renewal options.

Funding shall be encumbered from various accounts and executed by Purchase Orders.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2021. 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; Bid Tabulation; Terms & Conditions; Specifications

ANALYST: DAVID KLAGES

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREG PEASE, CHIEF, PROCUREMENT DIVISION

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 8/26/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8-27-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No 2019-02